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County government

Kings County

ADMINISTRATIVE SURVEY
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ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA

AN ANALYSIS OF KINGS COUNTY GOVERNMENT
ADMINISTRATIVE ORGANIZATION
&
FLOOR SPACE

- 000 -

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1950



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LOS ANGELES 8
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June 30, 1950

Honorable Board of Supervisors,
County of Kings,
Hanford, California

Gentlemen:

Delivered hereby is a report based on a survey you directed to be made, and for which you provided the requisite authority and means.

The primary purpose of this survey was to develop a factual basis for estimating the floor space required for the proper functioning of the various departments and agencies under the jurisdiction of the County of Kings. As an essential foundation for such an estimate of floor space, it was desirable and necessary to conduct a complete administrative survey of the government of the County. This constitutes the second purpose of the survey and of this report.

Respectfully submitted,

Gordon Whitnall
GORDON WHITNALL
Planning Consultant

GW:WS

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The estimate given below of the aggregate area of floor space required does not include the area necessary for common features such as foyers, corridors, heating, ventilating, servicing, restrooms, toilets, auditoriums, etc.

THE ESTIMATE OF FLOOR SPACE NEEDED FOR THE ADMINISTRATIVE DEPARTMENTS AND AGENCIES OF THE COUNTY GOVERNMENT IS 91,258 SQUARE FEET.

The area required for commonly employed facilities, such as those enumerated above, is not susceptible of factual determination in terms of administrative requirements. In varying degrees, the space requirements for such features are dependent upon the prior determination by the Board of Supervisors on matters of policy involving the type of building, or buildings, to be employed. Certain of the items, such as space for heating, ventilating, servicing, toilets, etc., involve related considerations upon which an architect is best qualified to advise. It is essential, however, that administrative floor space and the type of building, or buildings, to be employed shall first be ascertained before an architect is able to authoritatively determine the amount and arrangement of floor space necessary for such common features.

The amount of floor space is not the only important consideration involved. Of equal importance is the proper location of floor space allocated to the individual departments, both with reference to public convenience and the juxtaposition of those departments which have intimate administrative relationship. The accompanying tabulated chart, Page 26, presents in the extreme right hand column, and opposite each individual department, a list of those other agencies with which each such department is most closely related. Further information, useful

in determining location of space, is contained in the brief summary of status and duties found in the report in combination with the organization chart of each separate department.

The Sheriff and Jail, and the space required to accommodate both, present a special matter of policy that needs determination. Administrative precedent establishes a logical practice of combining the office of the Sheriff and the County Jail. They may properly be considered as a single, combined institution. However, the location of the combined Sheriff's Office and Jail involves some additional considerations. The intimate relationship between the Sheriff's Office and Jail and the Courts is generally acknowledged to be such as to warrant thorough attention to so relating them in matters of location as to simplify administration. This is particularly true in the matter of transporting prisoners between the Jail and the Courts. As a consequence of these considerations it has been noted that there is a growing practice, particularly in the case of the larger jurisdictions, to combine the Sheriff and County Jail space in the main Court House Building, or in separate buildings strategically located. This report does not presume to advise in this matter, other than to point out that, in the face of the recent enlargement of Kings County's governmental activities and the unquestioned population growth within the County, this matter of locating the County Jail, Sheriff's Office and Courts warrants early determination.

Whether the County decides to temporarily expand present quarters as a temporary expedient or whether, as an alternative, a long-term program should be determined upon, in which every change made would be a permanent contribution, is also a matter which warrants very early consideration. The progressive adaptations of the present Court House

area to meet the ever-expanding needs for administrative purposes has, with no criticism of anybody, led to a situation where the building as a whole is very inefficiently utilized. Nor are the circumstances improved by the expansion beyond the confines of the Court House building of certain administrative departments. The basic problem for consideration, therefore, is whether or not any program adopted contemplates the eventual complete substitution of a new and adequate Court House to house all those agencies that should properly be combined, or whether the policy of distribution of the public offices into separate specialized buildings can offer an acceptable alternative. The consideration of these factors gives rise to related considerations that are not here conclusively dealt with. Among these is the matter of location of each department with reference to any others; whether the program will contemplate one building, or several buildings; whether it will be the policy to relate the County buildings to the City buildings, or to the existing Federal building and possible State building; whether an effort will be made to develop an administrative or civic center; and whether, whatever is determined in the matter of buildings for the future, they will be financed progressively and from current revenues, or by borrowed money. These matters that are not covered by this report should be given early attention. Some of the considerations involved in that phase of the subject are the proper concern of the County Planning Commission. Some are alone the official concern of the Board of Supervisors, as the dictators of the fiscal policy of the County, and some involve considerations of a technical nature, upon which the writer professionally advises.

The County at present possesses no separately constituted Park or Recreational Department. Although this subject at present represents

a minor matter, it would be short-sighted to ignore the fact that the rapid growth of population and the increase in urban development and its consequent emphasis on recreation will certainly result in the subject assuming a more important position in the County government. There is no reason why the administrative headquarters for the recreational system should not be located in the County Court House, and there are several reasons why it should. Such a department serves to illustrate how an authoritative estimate of required floor space is impossible of being determined solely on the basis of present floor space required. Nor is it possible to predict future needs by the simple process of arithmetic increase as related to population, or by any other criterion.

It will be noted from the tabulated sheet that the Health Department is one of those whose present quarters are located outside of the Court House. This raises another question which relates not only to floor space, but also illustrates the importance of considering administrative organization. In local areas the task of conserving the public health cannot be segregated geographically. Contagion and epidemics are no respecters of man-made boundaries. Health administration in California has been rapidly evolving into more simplified form. The legal sanctions by which this simplification is being accomplished need no consideration at this point. Administratively, however, the general trend is for the abandonment of health administration as a function of local municipal government, and substituting therefor a centralization of all health administration through various devices through the County agency. The effectiveness and economies already realized by this trend have been sufficiently demonstrated to warrant the County of Kings, in cooperation with its several cities, making an

immediate issue of the subject as a basis for determining what the County should reasonably anticipate in the way of adequate floor space to accommodate the function.

There is another trend locally that parallels a growing practice elsewhere. This involves branch offices. Kings County, like many California counties, contains a large area. As the County population increases and settles in multiplying urban districts, such as in and around Hanford or Corcoran, considerations of convenience and economy suggest the establishment of branch offices, rather than to rely upon a centralized administration from the County Seat. This policy and practice is already started in Kings County, in a small way, in connection with road work. It will undoubtedly increase as it relates to other subjects. In addition to the considerations of public convenience and economy in cost, this trend presents the possibility that the expansion of space requirements for certain departments will occur partly at locations other than the County Seat, while in other departments all anticipated future needs must be located in one place. This is another subject in which conclusive determinations are impractical without earnest consideration being given at this time to the basic subject of administrative organization.

With reference to locating the many County departments, there are three principal considerations which should govern. In the order of their importance, they are, (1) convenience to the public, (2) convenience to administrative processes, and (3) equipment.

Convenience to the public pertains principally to the consideration of those who have need to visit public offices. This need divides into the casual, or occasional, individual necessity on the one hand, or to the seasonal mass movements of the many at such times, for

example, as the peak load at tax paying time. Unless there are certain reasons that dictate to the contrary, a county office that caters directly to a large number of clients should be so located as to be most readily accessible to the public, and without recourse to stairs or elevators. Needs for safety also dictate recognition of these considerations.

Convenience and the expediting of administration require that the relationship between certain departments be recognized in the location of their respective offices. This is illustrated by the case already noted between the Sheriff and the County Jail. Another illustration is the relationship between the County Tax Collector and the County Assessor. Another illustration is the relationship between the County Surveyor's Office and the County Planning Office. An even wider spread of subject matter represented by those departments having intimate relationship both in administration and clientele are those services dealing with agriculture. It is not practical within the scope of this report to recommend in more detail the specific floor plans or their points of contact with similar plans of intimately related departments. This report undertakes only to emphasize the importance of these considerations, to the end that an architect, representing the Board of Supervisors, and in close collaboration with the administrative heads of such departments as have this close relationship, shall devise plans based on these considerations.

Automobile Parking Space

The County's Zoning Ordinance, logically, and with good purpose, and based on experience, requires that certain minimum off-street parking facilities shall be provided by enterprises which involve the congregating of large numbers of persons and automobiles. It would be

both illogical and discriminatory if, in connection with its own public enterprise, it ignores at least the minimum requirements imposed on private enterprise. But, regardless of comparison, public necessity and convenience as related to public offices, demand that Kings County recognize experience by making ample provision for this modern necessity.

When considering off-street parking, it is important to recognize that there are two types of facilities required. One is that which caters to static parking, which is represented by long-time parking by department heads and staff, while the other pertains to dynamic parking, which is the phase of the subject that deals with public need. On the basis of experience to date, which is already extensive, it is well that these two types of parking be segregated, and that separate areas be set aside for each.

This survey has considered one phase of the static parking problem, as shown on the tabulated chart on Page 26, in the column devoted to the number of employees who drive cars to work. The total is 160. No inquiry was made, and therefore no distinction indicated, between which of this number represents mere personal transportation, as distinguished from those cars which are employed in carrying on administrative functions. Inasmuch as this whole subject of off-street parking was not incorporated in the directions for this survey, but is herein referred to only because it is related to the floor space study, it is proper that the subject should be further exhaustively analyzed. This might constitute a proper assignment to the Planning Department.

There is some justification, however, in referring briefly and in passing to the dynamic phase of off-street parking. Experience and the analyses that have been made of this subject over a considerable peri-

od of time, and in many places, indicate that the ratio of space for automobiles to floor space for business or public purposes may vary under local conditions. However, these variations indicate that if fullest service and return is to be realized from floor space, it should have automobile parking space available at proper locations and in proper form at a minimum ratio of three (3) square feet of parking area to one (1) square foot of floor space. This covers dynamic parking only.

Requirements for static parking vary greatly, depending upon the use in connection with which it is provided.

This problem of off-street parking space remains constant, whether in areas of old development or in new development. The essential difference is that the problem can be more readily and economically solved when done initially in connection with new development. In the case of public buildings, value is measured largely in service. Inasmuch as the value of floor space devoted to public business depends so much upon adequate off-street parking, the provision of new office floor space without adequate parking raises the question of whether the investment in such floor space alone does not constitute an extravagance.

With tangible evidence on floor space requirements now available, it is recommended that the Board of Supervisors call an early conference between its members, a representative of the Planning Commission, and an architect of the Board's own choosing, to consider policies with respect to the questions raised herein as to the relationship of floor space for related departments, administrative organization, the utilization of the present Court House site and the retention of the present building, or its enlargement or replacement, and the alternative policy of the location of new County space at sites other than the central Court House Park.

PART II

ADMINISTRATIVE ORGANIZATION

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ADMINISTRATIVE ORGANIZATION

County government in America was devised originally to provide the minimum essentials to serve the rural areas of the Nation. In recent decades technological advancement in both industry and agriculture has so revolutionized all living that it has forced paralleling changes in government itself. Among specific technological changes none have had a greater impact upon human living than have those in the field of transportation, particularly in the case of the automobile. County governments, among all public institutions, have been among the slowest to adapt themselves to these changes. As a consequence, many county governments are proving to be totally inadequate to effectively meet the increasing number and complexity of responsibilities being imposed upon them, and from which they cannot escape.

We are here concerned specifically with Kings County and, for comparative purposes, generally with California counties as they are constituted and operate under Constitutional, Statute and Charter law. To correctly evaluate the Kings County government in terms of its adequacy to perform the services imposed upon it, as well as the inevitable enlargement of those services, and the future addition of new ones, it is important first to recognize that it is one of the ever-decreasing number of general law counties still possessing a structure and organization designed only to care for the needs of a rural area. But the responsibility imposed upon the local government includes an ever-increasing number of new subjects, some of them demanding the highest degree of techniques, and all of them requiring the employment of the most modern policies and practices in the field of administration. It should therefore be both interesting and valuable to indicate wherein the responsibilities of county government have changed and how the ne-

cessity for these changes has, with varying degrees of success, been ingeniously met by California counties. These experiences of our contemporaries should be valuable locally, and they are.

A very broad and yet an equally specific indication of the change in the status of counties is revealed by the assertion, readily supported, that many counties, and more particularly Kings County, have decreasing areas remaining that can properly be designated as rural, within the historical meaning of that term. It is still correct to use the word "rural" as relating to those areas which we have need to distinguish from other areas properly referred to as "urban". But even in the modern rural areas, intensely developed as many are in Kings County, with highly mechanized agriculture, we find that we are dealing with districts far more akin to urban districts than they are to the simple rural areas of the past. Indicative of the modern trends which make this statement true are the existence of miles upon miles of technically designed, technically constructed and technically maintained modern highways; irrigation districts, utilizing conserved sources of water supply and distributing it over a network of canals and ditches administered comprehensively, and serving numberless acres of mechanized farms and ranches; sanitation districts, constructing, maintaining, and operating complete sanitary sewer and disposal systems; fire departments, modernly equipped; water districts, developing source supply and distributing systems for domestic purposes; Sheriff's Office, providing protection to persons and property; Health Department, safeguarding the public health in a multitude of ways; and others already existing and more yet to come, each of which parallels in more or less degree identical services rendered by municipalities, and all of them dealing with subjects which the individual is, as a gener-

al rule, incapable of successfully providing for himself.

These facts, of course, are not peculiar alone to Kings County, but the trends which have wrought these changes have been recognized earlier in some places than in others and, in some, the intensity of the problems have forced the seeking for answers. Answers, or partial answers, have from time to time been found. However, individual general law counties, possessing no authority other than such as is extended to them by the parent State have, from time to time and in individual case after case, sought sanction from the State by appealing to the Legislature for statutory enactment that would provide both authority and means for dealing successfully with a new type of county problem. When such requests were discovered to fit the needs of a sufficient number of other counties confronted with the same problem, legislative enactment usually followed. But the enactment of a law by the State applying to one county automatically applies to all counties. Thus, all counties in California have gradually become possessed of more and more extensive authority to engage in an ever-increasing number of functions. These new authorities, as they became enacted, usually fit into one or another of two categories. Some were granted to the existing county government, but with no change in the structure, while others took the form of authority to establish special districts within the county. Such special districts might be administered either by, or indirectly through, the county government, depending upon the particular case. But the point properly to be emphasized here is that practically all these extensions of authority to county government were merely added, with no provision for redesigning the county government so as to make it more capable of assuming these new, and usually technical, responsibilities. A homely illustration that will

serve the desired emphasis would be to compare the original form of county government to an old horse-drawn plow, both good in their day, and then to compare the new legislative authorities granted to county governments to modern accessories designed for use with a modern tractor. The limitations of the crude horsedrawn plow prevent the utilization of the service inherently designed into the modern accessories.

The original form of county government was designed primarily for the determination of policy. It is still adequate for that purpose, but, originally, the need for administration was almost non-existent and for that reason little provision was made in the design of earlier county governments to handle administration. This deficiency which formerly was of no consequence, now presents a serious predicament.

A county government is a corporation. It is usually by far the largest single corporation within the area of its jurisdiction. It is also probably the most important corporation, both from the standpoint of the wealth represented by it, from the diversity of subjects with which it deals, and in terms of the dependence of its stockholders (citizens) upon it. The net value of this corporation to the people of the county is measured in terms of its ability to effectively and economically administer its own affairs. Therefore, administration becomes a dominant concern.

In the field of administration, trial and error have produced standard concepts and principles now recognized as essential. These basic principles and practices are applicable alike to both private and public corporations. They are almost universally employed by private corporations and out of such standard practice has been developed the spectacular success of American business. But, unfortunately, this is not yet generally true of public corporations. The past few

decades, however, have produced successful improvements in an ever-increasing number of public corporations and it is here pointed out that because of necessity to improve its administrative structure, the corporation of the County of Kings is now in line.

The major characteristic of good administrative organization is a clear distinction between, and separation of, policy determination from the processes of administration. Illustrated by a typical large private corporation, we find that policy determination is vested solely in a Board of Directors, while responsibility for administering the policies determined upon by the Board is reposed in a single administrative head.

A second prerequisite to good management is that the single administrative head, in addition to possessing full and undivided responsibility, is endowed with a commensurate degree of authority. In employing this authority, and thus discharging the responsibility, the single administrative head in large organizations, has the privilege of delegating appropriate responsibility and authority to subordinate division heads in charge of all specialized divisions. Such is the pattern of successful American corporation organization. In the absence of any known superior form of organization, the American public corporation -- in our case the County of Kings -- can do no better than to emulate.

With this form of standard American corporate organization in mind, an analysis of the present government of the County of Kings becomes most revealing. Such an analysis is presented in graph form in this report in the chart entitled "Present Government Organization".

For purposes of simplicity, this graph of the present government organization depicts only the principal officials and the principal

departments. It does not present the individual organization of each, as would be proper if the entire County government in all of its minute parts were to be presented in a single picture. However, the organization of the individual departments is included in the body of this report by the separate organization chart for each department. These are bound herein in alphabetical order.

The major characteristic revealed by this composite chart of the present government organization is that it most obviously ignores the first basic principle of good organization. This is the principle that the legislative, or policy-determining, function be completely divorced from administrative responsibility. It will be noted that the line of administrative control to all departments is direct and exclusively from the Board of Supervisors, which is also the policy determining body. It is of equal significance that this line of administrative control is extended SEPARATELY to each department.

Were it not for the danger of making the chart so complicated as to be incomprehensible, similar connections would be shown between the Board of Supervisors and those major officials whose position in the organization is indicated on the chart by circles. The difference in these cases lies, in most instances, in the Constitutional or Statutory authority vested in these officials directly from the State, as distinguished from that which may flow from the Board of Supervisors.

In addition to the undesirable feature of heading both legislative and administrative authority in the same agency, it should be pointed out that every consideration which makes for the highest type of legislative authority tends to disqualify the legislative body from functioning in the most efficient manner as the administrative head. This statement implies no criticism of personal ability or integrity

of individual members of a legislative body. It merely recognizes that a legislative body should serve in the capacity of a mirror, reflecting the opinions and desires of its constituents and to translate those desires, through legislative processes, into official policies and programs. Over a period of years the personnel of a Board of Supervisors is made up of a great diversification in individual training and accomplishments. These may be represented by farmers, doctors, lawyers, businessmen and any other of the vast numbers of callings in which man may engage. It is possible, but hardly probable, that there should be constantly present on such a body one or more who have specialized professionally in the field of administrative management. But even if, by accident, such an individual of specialized ability in that field should be selected by his constituents as a member of the Board, it would still place such a person in an incongruous position were he expected to function in the dual capacity of determining policy, and then administering that policy.

An effective and homely method of illustrating this most important principle is found in the case of a government which finds need to regulate the keeping of dogs. The legislative body accordingly passes an ordinance defining the policy of the community with respect to dogs. But, when the legislative act of passing the ordinance is completed, the legislative body is finished because that concludes policy determination, which is all that a legislative body should do in a well-organized government. It is pointed out, and with much emphasis, that the members of the legislative body, having established the policy by ordinance, do not thereafter change their official status by entering the administrative field by personally going out into the highways and byways, chasing dogs, impounding them, disposing of them,

or collecting license fees, as the case may be. Such would be below the dignity of an official whose prime responsibility to his unit of society is to determine basic and important policy. The actual practice in the matter of dealing with dogs is that an administrator is employed to execute the policy, and this administrator usually carries the title of "Dog Catcher".

One of the inherent weaknesses in a legislative body functioning in the dual capacity of determining policy and then carrying out its administration lies in the fact that the administration of permanent governmental functions is a continuous, unbroken process. Effective administration, therefore, requires that there shall be continuity in the direction of such administrative processes. Such continuity can be assured at the departmental level by the department head who possesses and maintains, or should, a continuing official and professional relationship to that function. On the higher administrative level, in the typical American corporation, including governmental corporations employing the principle, this continuity is assured through the Chief Administrator, whose position is also professional and continuous. A Board of Supervisors, however, by reason of the manner in which its personnel is selected, is definitely not continuous. It is inevitable, as a consequence, that administrative processes supervised at the highest level by a body or individuals whose tenure of position is indefinite must suffer.

It is particularly significant to refer again to the chart of the present government organization, and direct attention particularly to the position of Road Commissioner. This office is directly connected by administrative control, not to the Board of Supervisors as a single agency, but to the five (5) individual members of the Board. The po-

sition of Road Commissioner is of recent origin, and has been imposed upon counties by State Legislative mandate. The reason this came to pass was largely a growing recognition, Statewide, that in the matter of public roads, which represent a single facility for the entire county, we had - not a single governmental direction through the medium of the Board of Supervisors - but five individual governments for road purposes, represented in each case by an individual Supervisor who was the head of his own Road Principality.

The only logical conclusion is that Kings County is confronted with the necessity, for reasons of economy and effectiveness, for considering modernization of its governmental structure. It is hard to conceive of how a lasting determination in the amount and arrangement of floor space for administrative purposes can be arrived at without also considering what must be the inevitable rearrangements in governmental structure. Changes in this field are constantly occurring, as is evidenced by the present innovation in creating the position of Road Commissioner. The only real question is whether these changes shall be permitted to come about sporadically and unrelatedly, or whether the County will undertake to consider the matter comprehensively, and therefore effectively.

For that reason attention is now directed to the last chart in the report, entitled "Proposed Governmental Organization". It should be stated at the outset that, Constitutionally, the only practical method available for reconstituting the governmental structure in Kings County would be to withdraw it from the controls of general law by constituting it a charter form of government. By recourse to this method, the County may devise a modern structure of government relieved of the antiquated features that characterize general law counties.

To that end this last chart presents in diagrammatic form what might constitute a more rationalized, modern American form of corporation administrative organization. To resort to such means would in no sense be pioneering or experimental, because the same medium has been very successfully employed by other counties.

This last chart is intended only to be indicative of the employment of certain basic policies previously discussed as they relate negatively to the present form of government. In this case they are presented positively.

It will be noted that the number of elected persons is reduced, and that such as remain are those the duties and responsibilities of which are deemed to be of such direct interest to the Electorate as to warrant their being kept under direct Electorate control. These are represented by the circles.

Most prominent, of course, and the very heart of the entire government, is the Board of Supervisors itself. Under the arrangement as here proposed, the Board would constitute the sole source of policy, and it occupies a most dignified position in that respect. In the next echelon directly related to the Board, and created by it, are certain agencies such as the Planning Commission and a Recreation Commission, which are largely and directly advisory to the Board of Supervisors. The same is true of a County Counsel. It is a common practice, under Charter forms, to make the Board of Education also elective. That feature would warrant careful consideration were it desired to actively proceed in this matter.

Most important, however, of all of the positions immediately under the Board of Supervisors is that of County Administrator. It is this position which affords the opportunity of effecting the complete

divorcement between policy determination and administrative responsibility. The position is, of course, created by the Board of Supervisors, and is answerable directly to the Board. But all of the administrative machinery, other than those previously mentioned, come under the administrative direction of this County Administrator. It is well to reiterate and emphasize, that this represents the dominant, successful American pattern of administrative organization in all private enterprise, and is becoming increasingly and successfully employed in public governmental corporations.

Lastly it is pointed out, as revealed at the bottom of the chart, it is possible and desirable that certain intimately-related functions have their activities coordinated as indicated on the chart by the Director of Institutions and the Director of Public Works. These divisional directors would, by authority, be directly under the Chief County Administrator.

It is important also to point out that the importance of continuity in administrative processes is substantially assured in the case of the Chief County Administrator and all of the agencies under him, because all of them become increasingly established on the professional plane, rather than the political plane. Politics should have no part in administration, but it should properly dominate all functions pertaining to policy determination. A recognition of those basic facts constitutes the principal characteristic of the design of county government illustrated by this last chart. It is intended only to reveal basic principles in diagramatic form. It is specifically not desired that details as shown shall be given too great prominence.

In conclusion, it should be pointed out that the necessity which is impelling county authorities to now consider more ample quarters to

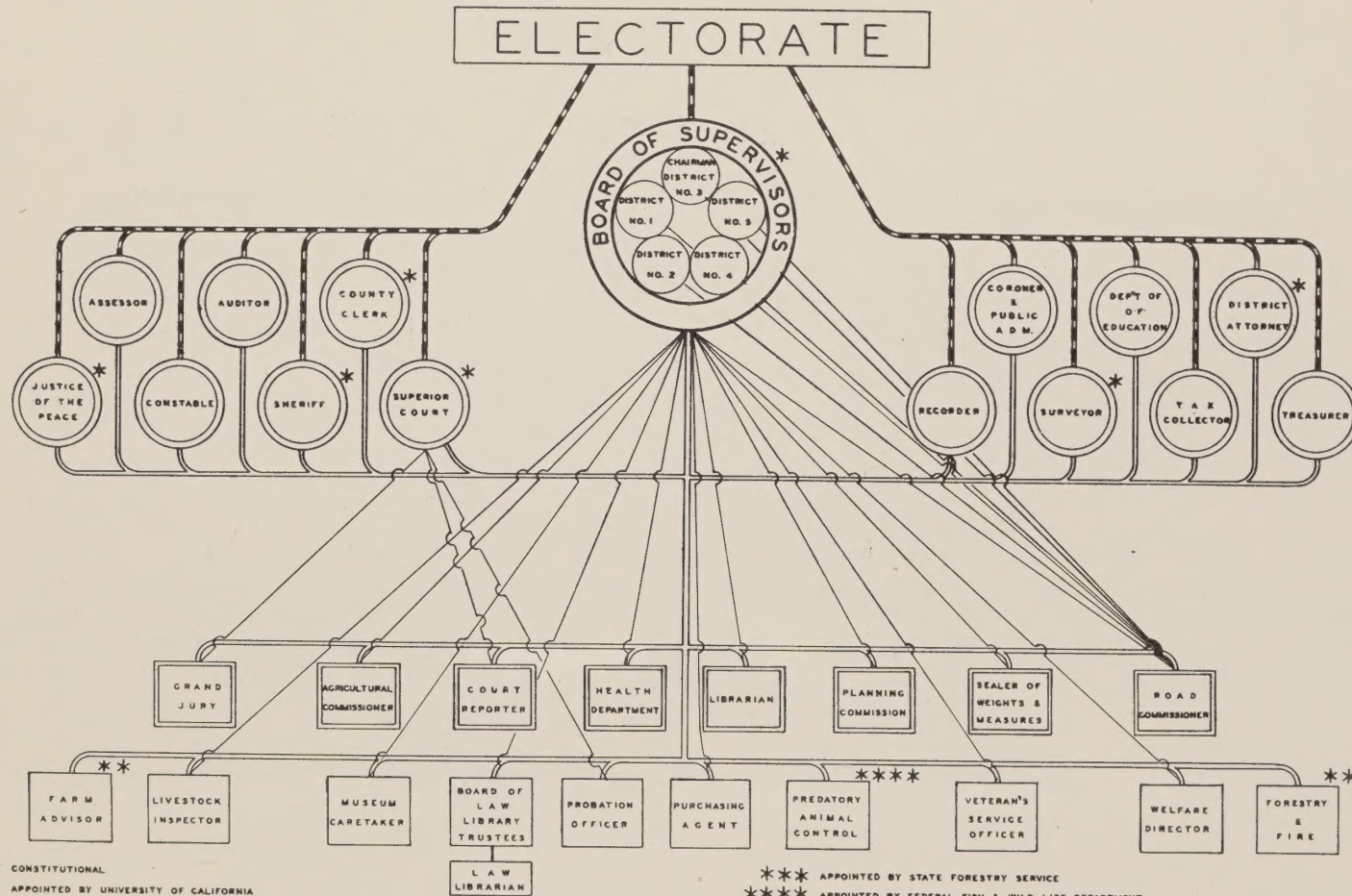
house its administrative departments brings to the front the necessity also of giving concurrent attention to devising a more modern organization to better serve the public purpose. If it be the conclusion of the Board of Supervisors, as reflecting a growing attitude on the part of the public, that these matters should receive attention, then it would be in order for the Board to authorize such steps to be taken as would lead to the preparation of a suitable Charter as the medium for modernizing the administration of the corporation of Kings County.

Respectfully submitted,

GORDON WHITNALL

GW:WS

PRESENT GOVERNMENT ORGANIZATION



* CONSTITUTIONAL
** APPOINTED BY UNIVERSITY OF CALIFORNIA

*** APPOINTED BY STATE FORESTRY SERVICE
**** APPOINTED BY FEDERAL FISH & WILD LIFE DEPARTMENT

ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

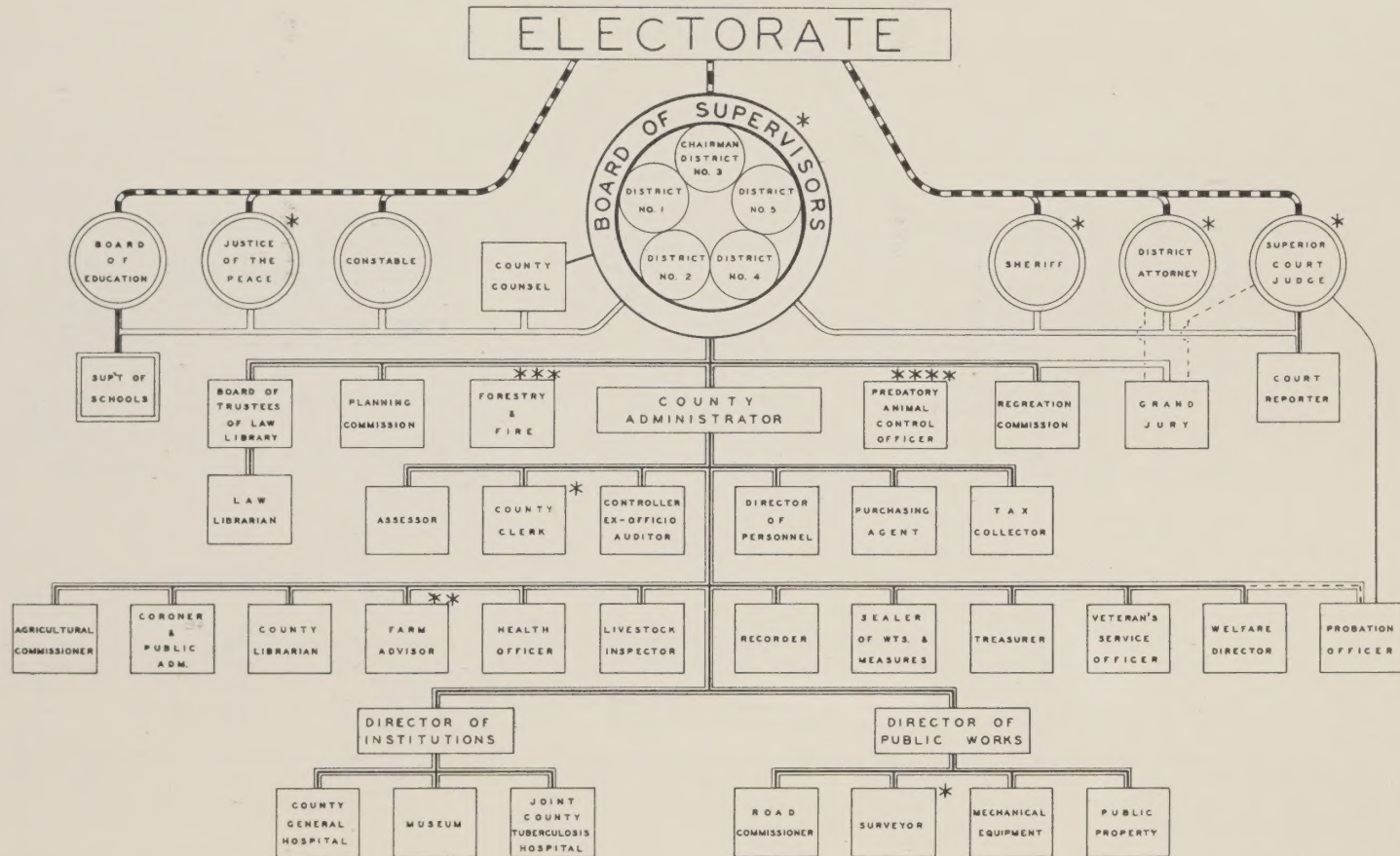
AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT

○ ELECTIVE OFFICE
REQUIRED BY STATE LAW
□ APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE
◻ APPOINTIVE OFFICE
REQUIRED BY STATE LAW
◼ OPTIONAL ADVISORY BODIES

— ELECTORAL CONTROL — APPOINTIVE AND ADMINISTRATIVE CONTROL — BUDGETARY CONTROL

PROPOSED GOVERNMENT ORGANIZATION



* CONSTITUTIONAL
 ** APPOINTED BY UNIVERSITY OF CALIFORNIA

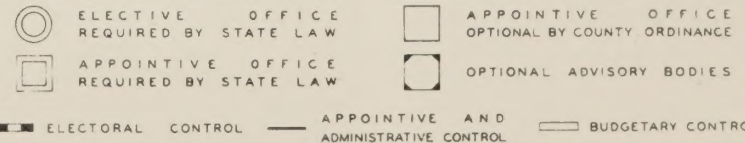
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DEPARTMENTAL CHARTS
AND
SURVEY DATA

TABULATED SUMMARY OF Floor Space Survey based on

DEPARTMENT OR BRANCH OF GOVERNMENT	STATUS OF DEPT. HEAD		NUMBER OF EMPLOYEES			WEEKLY TRAFFIC LOAD				PRESENT FLOOR SPACE		
	Elective	Appointive	Male	Female	Total	Public	Inter-off	Seasonal	Total	In Court House	Cut Court House	Total
<u>Legislative</u>												
Board of Supervisors	X		5	-	5	90	10	-	100	817	-	817
<u>Judicial - Legal</u>												
Superior Court	X		1	-	1	50	15	-	65	3,065	-	3,065
Court Reporter		X	1	1	2	6	3	-	9	401	-	401
Justice Court and Constable Hanford District	X		2	2	4	136	25	-	161	-	1,085	1,085
Law Library		X	-	-	-	30	-	-	30	932	-	932
District Attorney	X		2	2	4	210	90	450	300	732	-	732
Coroner & Public Administrator	X		1	-	1	50	20	90	70	60	-	60
<u>Enforcement - Probation</u>												
Sheriff & Jail	X		10	2	12	175	180	420	355	-	824	824
Probation Department		X	1	1	2	60	36	-	96	-	386	386
<u>Recording - Fiscal</u>												
Assessor	X		2	3	5	125	50	300	175	1,119	-	1,119
Auditor	X		-	7	7	50	75	1,500	125	579	-	579
Clerk	X		2	2	4	270	30	600	300	1,103	-	1,103
Recorder	X		1	5	6	100	50	200	150	1,301	-	1,301
Tax Collector	X		1	4	5	300	300	4,500	600	755	-	755
Treasurer	X		1	3	4	250	100	800	350	532	-	532
<u>Business - Administrative</u>												
Purchasing Agent		X	2	2	4	150	150	390	300	822	-	822
Budget Department		X	1	2	3	12	18	60	30	370	-	370
<u>Engineering - Technical</u>												
Planning Office		X	1	1	2	18	12	-	30	203	-	203
Surveyor's Office	X		6	-	6	60	85	160	145	962	-	962
Road Commissioner		X	2	3	5	6	54	72	60	523	-	523
<u>Health - Welfare</u>												
Health Department		X	4	14	18	115	-	175	115	-	1,137	1,137
Welfare Department		X	2	22	24	300	30	400	330	-	3,695	3,695
Veteran's Service Office		X	1	1	2	100	-	-	100	-	240	240
<u>Educational - Cultural</u>												
Dept. of Education (Supt. of Schools)	X		6	12	18	75	150	300	225	1,435	-	1,435
Library		X	1	6	7	75	50	150	125	1,724	-	1,724
<u>Agriculture & Services</u>												
Agricultural Commissioner		X	5	1	6	50	25	90	75	-	2,106	2,106
Agricultural Extension Service		X	7	7	14	90	12	240	102	-	4,476	4,476
Sealer of Weights and Measures		X	1	-	1	30	10	50	40	-	401	401
Livestock Inspector		X	2	-	2	-	-	-	-	Conducts official duties		
Predatory Animal Control Officer		X	1	-	1	-	-	-	-	Conducts official duties		
Forestry and Fire Control		X	5	1	6	42	-	56	42	No space requested *		
Museum		X	1	-	1	50	-	75	50	-	2,318	2,318
Totals			78	104	182	3,075	1,580	11,078	4,655	17,435	16,668	34,103

* New quarters recently built.

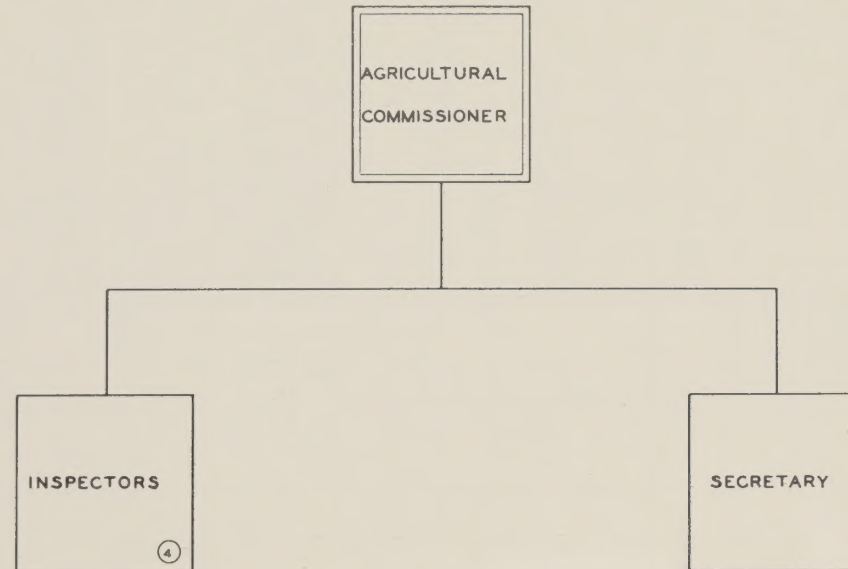
* Extra utility spaces for shop foreman, appraisers, janitor, prison truck, etc.

Administrative Analysis

FUNCTIONAL DEPT.	TOTAL PRESENT REQUIRED SPACE	ESTIMATED 1975 REQUIRED SPACE	NO. EMPLOYEES DRIVING CARS TO WORK					MOST CLOSELY RELATED DEPARTMENTS
			Private	Service Cars Private	Co.	Total	Recommended No. of Spaces	
	817	1,062	-	4	1	5	5	Clerk, Road Commissioner, Auditor
	3,065 401	6,130 802	1 1	- 1	- -	1 2	2 4	Clerk, Court Reporter, Grand Jury, District Attorney Superior Judge, Superior Court, Clerk, Coroner
90	2,075	2,075	2	2	-	4	4	District Attorney, Sheriff, Probation Officer
40	1,472	2,060	-	-	-	-	-	Superior Court
58	1,690	2,788	1	2	-	3	5	Sheriff, Board of Supervisors, Superior Court
36	396	396	-	1	-	1	1	Sheriff, District Attorney, Court Reporter, Clerk, Superior Judge
48	2,372	3,320	1	3	1	5	10	District Attorney, Superior Court, Justice Court
80	566	707	-	-	1	1	2	Superior and Juvenile Court, Sheriff, District Attorney, Clerk
60	1,479	2,218	3	-	-	3	4	Tax Collector, Recorder, Auditor
34	2,113	4,226	6	-	-	6	7	Budget Department, Treasurer, Tax Collector, Assessor
00	1,903	2,854	4	-	-	4	5	Superior Court, Board of Supervisors, Auditor, Purchasing Agent
00	1,601	2,801	3	-	-	3	3	Assessor, Auditor, Tax Collector, Treasurer
55	1,510	2,265	4	-	-	4	5	Assessor, Auditor, Treasurer, Recorder
00	932	1,398	2	-	-	2	2	Auditor, Tax Collector, Assessor
18	2,240	3,136	2	1	1	4	5	Budget Department, Auditor, Road Commissioner
80	950	1,900	3	-	-	3	3	Auditor, Purchasing Agent
00	1,403	1,403	1	1	-	2	2	Surveyor, Assessor, Recorder, Road Commissioner
98	1,660	1,909	-	5	1	6	8	Road Commissioner, Planning Commission, Assessor, Recorder
60	783	1,096	1	-	1	2	2	Surveyor, Purchasing Agent, Board of Supervisors, Budget Dept.
57	4,794	4,794	7	-	9	16	20	Welfare Department, Hospital, Agricultural Extension
00	5,295	5,295	18	1	5	24	25	Auditor, Purchasing Agent, Hospital, Probation Officer, Budget Dept.
40	480	528	1	1	-	2	3	Recorder, Purchasing Agent, Budget Department, Clerk
76	3,511	4,915	8	10	-	18	20	Auditor, Library, District Attorney
00	6,624	6,624	3	1	-	4	5	Superintendent of Schools, Purchasing Agent, Auditor
51	3,357	5,035	1	1	4	6	8	Sealer of Weights and Measures, Agricultural Extension
31	10,807	10,807	3	9	-	12	15	Purchasing Agent, Agricultural Commissioner, Forestry & Fire Control
58	569	908	-	1	-	1	2	Agricultural Commissioner
ded from own office	250	250	-	-	-	-	-	Sheriff, Health Department, Agricultural Commissioner
ded from own home	-	-	-	-	-	-	-	Agricultural Commissioner
	-	-	1	-	2	3	3	Board of Supervisors, Sheriff, Agricultural Extension Service
00	4,318	7,556	-	-	-	-	20*	- - -
80	69,183	91,258	77	44	26	147	200	


 SQUARE FEET OF OFFICE SPACE
 EXCLUSIVE OF COMMON FACILITIES

AGRICULTURAL COMMISSIONER



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES



ELECTORAL CONTROL



APPOINTIVE AND
ADMINISTRATIVE CONTROL



BUDGETARY CONTROL

AGRICULTURAL COMMISSIONER

The office of the County Agricultural Commissioner is established by statute as an appointive office, controlled in both appointment and budgetary matters by the Board of Supervisors.

The duties of the office include the enforcement of state agricultural laws; enforcement of quarantine laws, both State and Federal; rodent and pest control including mixing and distribution of poison materials; standardization which includes inspection of fruits, vegetables and eggs for local, intrastate and interstate; compiling data for State and Federal Departments; administering all phases of direct control work in the County; apiary inspection, orchard and nursery inspection, seed inspection, preparation of exhibits for state fair; business administration and supervision of office.

The Agricultural Commissioner's office is housed at 221 Lacey Blvd., Hanford. Personnel consists of 5 men and 1 woman employees. The Agricultural Commissioner and Sealer of Weights and Measures maintain joint offices and jointly employ the stenographer.

Estimated public traffic load is 50 persons weekly, and interdepartmental activity is about 25 persons weekly. Traffic seasonal peak load is estimated to be 90 persons weekly.

The recommended accommodations should be sufficient and replacement of the old warehouse and fair exhibit room is imperative, as the present ones are obsolete with leaky roof and decayed floors.

The most closely related departments are the Sealer of Weights and Measures, and the Agricultural Extension Service.

Probable increase of this department by 1975 is 50%.

* * *

The floor space presently occupied, is, approximately, 660 square feet, with outside buildings of 1,446 square feet for a total occupied space of 2,106 square feet.

Requested additional space is as follows:

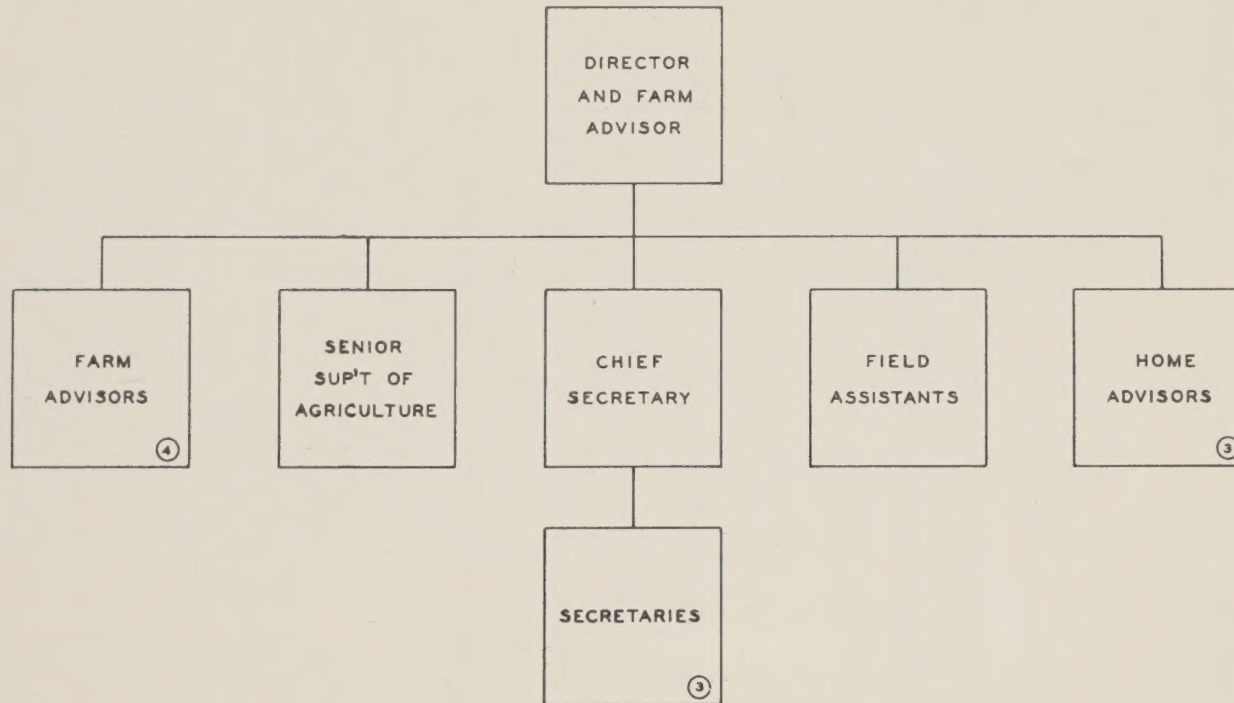
1 Office	12' x 14'	168 Square Feet
1 Exhibit Room	18' x 15'	<u>270</u> " "
Total additional Space		<u>438</u> Square Feet

Expansion of present laboratory space of 157 square feet, warehouse space of 500 square feet, and general office space of 156 square feet for a total of 813 square feet is also desired.

Total desired floor space is 3,357 square feet.

* * *

AGRICULTURAL EXTENSION SERVICE



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES

 ELECTORAL CONTROL

 APPOINTIVE AND
ADMINISTRATIVE CONTROL

 BUDGETARY CONTROL

AGRICULTURAL EXTENSION SERVICE

The office of the Agricultural Extension Service is established by statute as an appointive office. The appointment is made by the University of California at Berkeley. The office represents the University of California at Berkeley and the United States Department of Agriculture. No control is exercised over the office by the Board of Supervisors other than budgetary control. (See Education Code Sec. 24626.)

The Agricultural Extension Service is a cooperative program under the Smith-Lever Act of Congress and the State Legislature. The major purpose of cooperative extension work is to aid in diffusing among the people useful and practical information on subjects relating to agriculture and home economics, and to encourage the application of same; disseminating the agricultural and home economics information that colleges and the United States Department of Agriculture makes available to all interested. Training meetings are held for project leaders in various subjects and method demonstrations are held for teaching how to do things. Test plots are established over the County for the testing and demonstrating of methods and results. Meetings are held at these plots from time to time. During the past year 1,252 meetings were held, with a total attendance of 29,296 in conducting extension work in Kings County. Super-

vision of 4-H Clubs is also conducted through the Agricultural Extension Service.

The Agricultural Extension Service is housed at the southwest corner of Eighth and Harris Streets, Hanford and the 4-H Club is housed in the I.O.O.F. Bldg., 110 East 8th Street, Hanford. Personnel consists of 7 men and 7 women employees.

Estimated public traffic load is 90 persons weekly, and interdepartmental activity about 12 persons weekly, while seasonal peak load is around 240 persons weekly.

It will be necessary to have moisture-proof storage rooms for records. At the present time reference material must now be kept in either the private office of the technical staff members or in the secretarial general office.

It might be desirable to have one building housing the Agricultural Extension Service, the Agricultural Commissioner and the Sealer of Weights and Measures. However it would be important to have separate entrances and separate general offices due to the load of the Extension Service.

Most closely related departments are the Purchasing Agent, Agricultural Commissioner and the Forestry and Fire Control.

Past growth indicates that by 1975 the staff might be increased by six male technical staff members, six female technical staff members and six secretaries. However, the desired space will take care of this additional personnel.

* * *

The floor space presently occupied is approximately 2,350 square feet plus 2,126 square feet of outbuildings for a total occupied space of 4,476 square feet.

Requested additional space is as follows:

1 Food Laboratory	50' x 15'	750	Square Feet
1 Textile Laboratory	15' x 12'	180	" "
1 Projection Room	8' x 15'	120	" "
1 Conference Room	12' x 15'	180	" "
1 Conference Room	15' x 24'	360	" "
1 Exhibit Room	25' x 15'	375	" "
1 Chart Room	12' x 15'	180	" "
1 Storage Room	25' x 15'	375	" "
1 Library Room	12' x 15'	180	" "
7 Private Offices	12' x 15'	1260	" "
1 Private Office	15' x 15'	<u>225</u>	" "

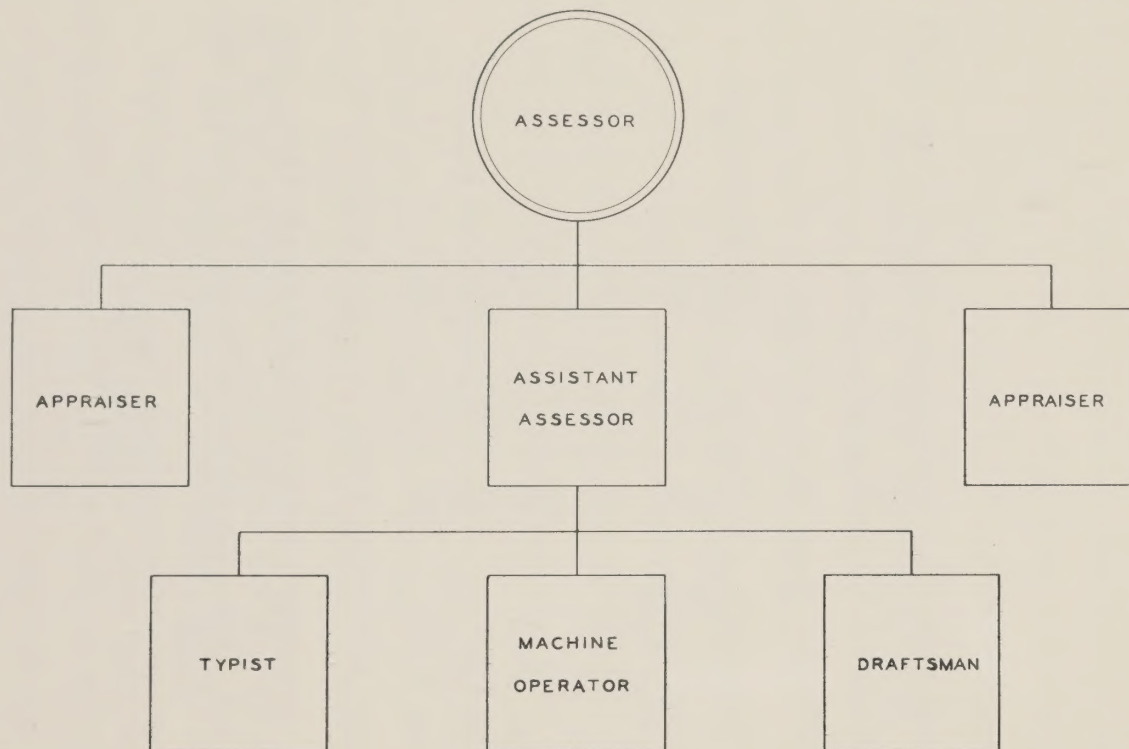
Total Additional Space 4185 Square Feet

Expansion of auditorium space of 1,458 square feet, soil laboratory space of 289 square feet, warehouse space of 282 square feet, and main office space of 117 square feet for a total of 2,146 square feet is also desired.

Total desired floor space is 10,807 square feet.

* * *

ASSESSOR



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT - ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN

CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT

GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES



ELECTORAL CONTROL



APPOINTIVE AND
ADMINISTRATIVE CONTROL



BUDGETARY CONTROL

ASSESSOR

The County Assessor is a mandatory elective office established by statute. Salary is prescribed by County Ordinance and duties of the office are fixed by law. The only control exercised over this office by the Board of Supervisors is budgetary control.

In general, the duties of the Assessor are to evaluate and list, for purposes of taxation, all non-operative property within the County; to collect all unsecured personal property taxes; to maintain block and plat maps up to date; and to maintain permanent records of assessments, appraisals and exemption records.

The Assessor's office is housed on the first floor of the Court House. The regular staff comprises 2 men and 3 women and during peak season one additional employee should be added.

Estimated traffic load is approximately 300 persons weekly during peak season and approximately 125 persons weekly during normal season. Inter-departmental traffic is about 50 persons weekly.

Characteristics of the work conducted by this office (semi-technical drafting and plotting; record compilation, involved bookkeeping; collection of funds; conference and meeting with the public) serve to indicate the complexity of this office. The nature of the work itself is space

consuming. The present placement of this office in conjunction with the Auditor and Tax Collector is satisfactory.

Most closely related departments are the Tax Collector, Recorder and Auditor.

Probable expansion of this department by 1975 will be 50% over present needs.

* * *

The floor space presently occupied is approximately 1,119 square feet.

Requested additional space is as follows:

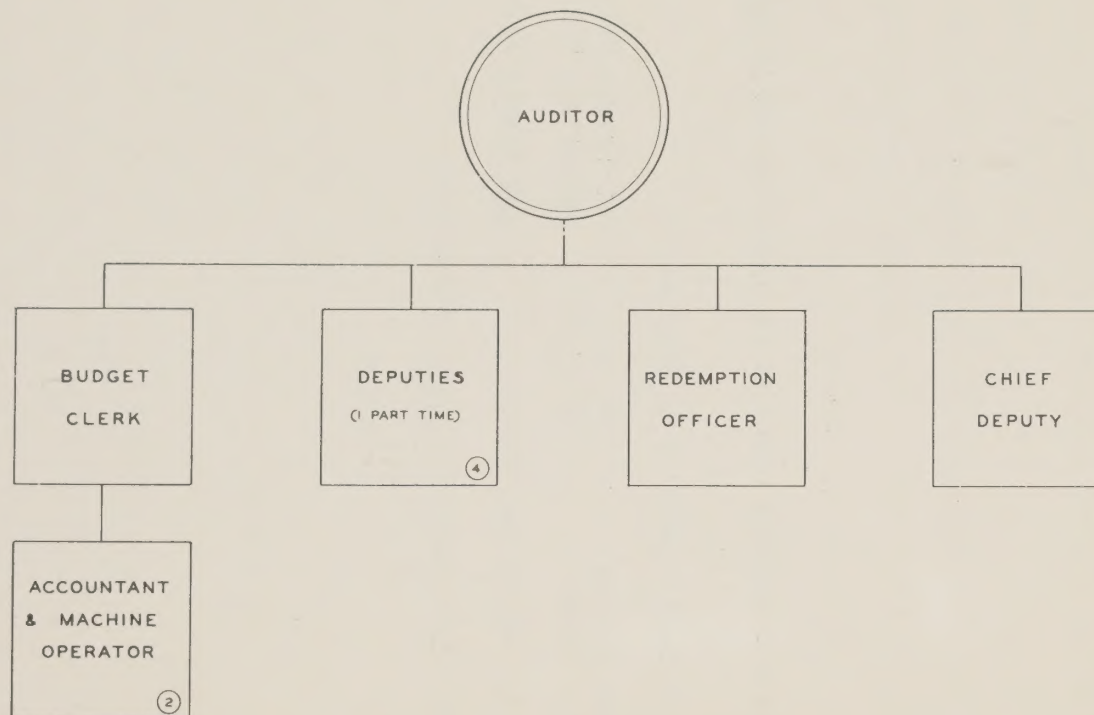
1 Private Office	12' x 15'	180 Square Feet
1 Machine Room	12' x 15'	<u>180</u> Square Feet

Total Additional Space	<u>360</u> Square Feet
------------------------	------------------------

Total desired floor space is 1,479 square feet.

* * *

AUDITOR



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALL, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



OPTIONAL ADVISORY BODIES



ELECTORAL CONTROL



APPOINTIVE AND
ADMINISTRATIVE CONTROL



BUDGETARY CONTROL

AUDITOR

The County Auditor is a mandatory elective office established under the Government Code of the State of California. Salary and duties are fixed by legislative action and only budgetary control is exercised over the department.

Duties of this office include authorizing the treasurer to receive all monies legally payable into the County Treasury; establishing monthly the amount of money for which the Treasurer is accountable, and making an actual count of monies in Treasurer's possession; determining various tax rates necessary for the County, School Districts and other special districts; verifying the accuracy of the Assessor's rolls and computing and extending the taxes on each individual assessment; verifying Tax Collector's collections by Code Area; preparing final analysis of Tax Collector's collections and accuracy of delinquent tax roll; computing delinquent tax penalties; verifying collections of delinquent tax roll; proving accuracy of uncollected assessments on delinquent tax roll as basis for tax sales; computing penalties and preparing redemption certificates for property sold to state for delinquent taxes; computing and establishing tax rate for all County School and Special District bond issues; issuing warrants for payment of bonds and interest coupons when due; maintain-

ing a constant check between budget appropriations and expenditures. The Auditor is responsible for disbursement of Welfare monies including aid to Aged, Blind and Half Orphans and County Indigent Aid. Other duties include destruction of voided claims, warrants or vouchers and maintaining records not to be destroyed; maintaining a control ledger for all funds of the County; maintaining personnel records including payroll, retirement and hospitalization; making a semi-annual settlement with the state in which the State and County are jointly interested. The Auditor is the official accountant for all offices of the County, County School Districts and Special Districts and is also the Budget Officer for the County.

The Auditor's office is housed on the first floor of the Court House. Staff, including the Auditor, comprises 7 women, 1 of which is a part-time employee.

Estimated public traffic load is approximately 50 persons weekly and inter-departmental activity is approximately 75 persons weekly. Seasonal peak load during warrant period is approximately 1,500 persons weekly.

Most closely related departments are the Budget Department, Treasurer, Tax Collector and Assessor.

Expansion of this department by 1975 is estimated to be about 100%.

* * *

The floor space presently occupied is approximately 579 square feet.

Requested additional space is as follows:

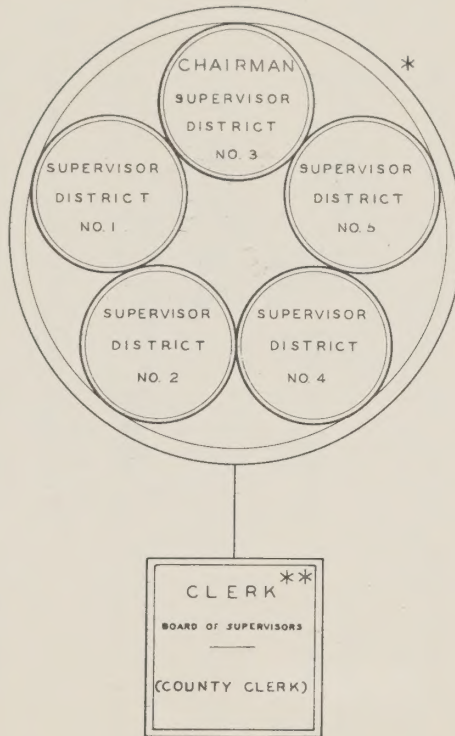
1 Private Office	12' x 12'	144	Square Feet
1 Storage Room	26' x 15'	390	" "
1 Work Room	25' x 40'	<u>1000</u>	" "

Total Additional Space	<u>1534</u> Square Feet
------------------------	-------------------------

Total desired floor space is 2,113 square feet.

* * *

BOARD OF SUPERVISORS



* COSTITUTIONAL

** COUNTY CLERK EX-OFFICIO. MAY APPOINT DEPUTY

ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT - ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES

■■■ ELECTORAL CONTROL

— APPOINTIVE AND
ADMINISTRATIVE CONTROL

□ BUDGETARY CONTROL

BOARD OF SUPERVISORS

The members of the Board are mandatory constitutional elective officers of the County. The Board of Supervisors is the legislative branch of the County Government and the salaries and duties are fixed by statute.

Their duties and responsibilities are to legislate subject to the limitations imposed by the laws of the State of California and the Constitution of the United States. Other specific duties and powers are prescribed by the California Government Code. Under present practices, members of the Board are assigned and perform, or direct, certain administrative functions.

The Board of Supervisors room is located on the second floor of the Court House. The Board of Supervisors consists of five members, one of whom is elected Chairman by his fellow members.

Estimated traffic load on days that the Board of Supervisors meet is approximately 100 persons.

It is desired that the Board of Supervisors room remain in conjunction with the County Clerk.

Most closely related departments are the Clerk, Road Commissioner and Auditor.

Probable expansion of floor space by 1975 is 30%.

* * *

The floor space presently occupied is approximately 817 square feet.

Requested additional floor space 000

Total desired floor space is 817 square feet.

* * *

* * *

FOR BUDGET DEPARTMENT CHART
SEE
CHART FOR OFFICE OF AUDITOR
PAGE 40

* * *

OFFICE OF AUDITOR

BUDGET DEPARTMENT

The office of the Budget Department is a departmental branch of the Auditor's office supervised by a Deputy Auditor called the Budget Controller who is appointed by the Auditor. The office of Budget Controller is maintained and housed separate from the Auditor's office only because of lack of space in the present quarters of the Auditor.

The duties in general are to maintain, audit, post and have complete control of budgets for all County Departments and Special Districts with exception of School Districts; assist County Department Heads in preparing individual departmental yearly budgets; compile yearly composite budget for all County Departments and forward same to State Controller; compile yearly financial report and secure Department Head official approval on all County warrants to be presented to the Board of Supervisors, (School Districts excepted).

The Budget Department is housed on the first floor of the Court House. Personnel consists of 3 employees, 1 man and 2 women.

Estimated public traffic load of office is 12 persons weekly and inter-departmental activity is about 18 persons weekly. Seasonal peak load during warrant period is approximately 60 persons weekly.

It might be possible for the machine operators room

requested by the Auditor, to be used jointly with the Budget Department if these two departments could be located in conjunction with each other.

Most closely related departments are the Auditor and Purchasing Agent.

By 1975 it is estimated that the Budget Department space needs will be increased 100%.

* * *

The floor space presently occupied is approximately 370 square feet.

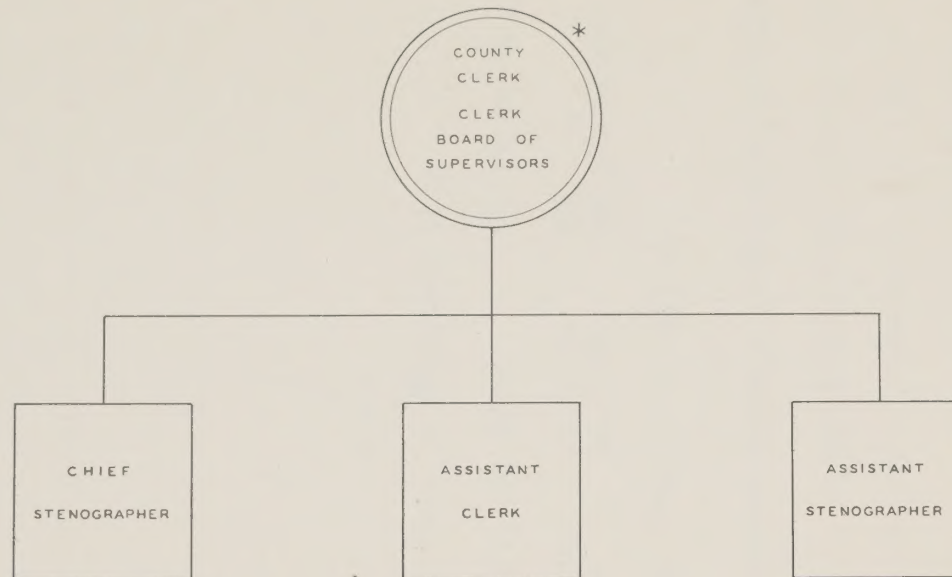
Requested additional space is as follows:

1 Storage Room	20' x 20'	400 Square Feet
1 Private Office	12' x 15'	<u>180</u> " "
Total Additional Space		<u>580</u> Square Feet.

Total desired floor space is 950 square feet.

* * *

COUNTY CLERK



* CONSTITUTIONAL

ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES

 ELECTORAL CONTROL

 APPOINTIVE AND
ADMINISTRATIVE CONTROL

 BUDGETARY CONTROL

CLERK

The County Clerk is a mandatory elective office established by constitution. The duties of the office are fixed by statute and control exercised over the office by the Board of Supervisors is budgetary only. Salaries of all positions including the Clerk's are fixed by ordinance.

In general, the duties of the County Clerk include registering and filing court and miscellaneous documents; acting as Clerk of the Superior Court; issuing marriage licenses; filing naturalization petitions and passport applications; conducting elections; registering voters and ex-officio clerk of the Board of Supervisors, including filing and maintaining Board records.

The office is located on the second floor of the Court House. The staff consists of 4 employees, 2 men and 2 women.

Estimated public traffic load is 270 persons weekly and inter-departmental activity is about 30 persons weekly. Traffic seasonal peak load is estimated at 600 persons weekly.

Most closely related departments are the Superior Court, Board of Supervisors, Auditor, Purchasing Agent and Budget Department.

Expansion of this department by 1975 is estimated about 50%.

* * *

The floor space presently occupied is approximately 1,103 square feet.

Requested additional space is as follows:

1 Work Room	20' x 40'	<u>800</u> Square Feet
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Total desired floor space is 1,903 square feet.

* * *

CORONER AND PUBLIC ADMINISTRATOR



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN

CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT

GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



OPTIONAL ADVISORY BODIES

 ELECTORAL CONTROL

 APPOINTIVE AND
ADMINISTRATIVE CONTROL

 BUDGETARY CONTROL

CORONER AND PUBLIC ADMINISTRATOR

The office of Coroner and Public Administrator is an elective office established by statute both of which are consolidated as one office by County Ordinance passed pursuant to the authority of the Government Code, Section 24300. There is no salary set up for either of these offices. Compensation consists of fees and mileage both authorized by statute.

The Coroner is charged with determining the cause of deaths occurring through violence or in cases where no physician has attended the deceased; burial of indigents who have no relatives. Duties as Public Administrator include taking over the estates of deceased persons upon appointment by the Court; receiving all monies due and paying all monies by the state; selling real estate of the deceased, etc.

Presently the office of Coroner and Public Administrator is located on the second floor of the Court House in the outer office of the Court Reporter. The office has no facilities for extending courtesy to persons who come on business or for inquiry. The staff comprises only the Coroner. A secretary is definitely needed at the present time. Current record storage is very inadequate. It consists of two steel filing cabinets which contain current and out-dated records. Personal belongings of the deceased

are also kept in these cabinets as there are no other facilities.

Estimated public traffic load is 50 persons weekly; inter-departmental activity is about 20 persons weekly. Traffic seasonal peak load is estimated at 90 persons weekly.

Most closely related departments are the Sheriff, District Attorney, Court Reporter, County Clerk and Superior Judge. Placement of this department in conjunction with the aforementioned offices is desired.

It is expected that the work of this office will double its present quantity by 1975. However, the requested additional space will take care of the needs.

* * *

The floor space presently occupied is approximately 60 square feet.

Requested additional space is as follows:

1 Office	12' x 16'	192 Square Feet
1 Private Office	12' x 12'	<u>144</u> " "

Total Additional Space	<u>336</u> Square Feet
------------------------	------------------------

Total desired floor space is 396 square feet.

* * *

* * *

FOR COURT REPORTER CHART
SEE
CHART FOR SUPERIOR COURT
PAGE 108

* * *

COURT REPORTER

The office of the Court Reporter is a mandatory appointive office established by statute as a branch of the Superior Court. Appointment is by the Superior Court Judge and the duties are fixed by the judiciary and by statute. Fees of the Court Reporter are fixed by statute and allotments made in the budgets of the various courts to provide for such reporter services as are required by the Court. Fees are earned on a per diem basis and on the basis of transcriptions of various proceedings.

In general, the duties of the Court Reporter include reporting and transcribing testimony given in the Court.

The office of the Court Reporter is located on the second floor of the Court House. The Reporter and one employee comprise the staff. Part of the outer office of the Court Reporter's office is being occupied by the Coroner and Public Administrator. Should a daily transcript be required by the Court this space will be needed. This may occur at any time and would be very inconvenient under the present set-up.

Traffic load of this department is very small. Public traffic load is estimated about 6 persons weekly and inter-departmental activity about 3 persons weekly.

Most closely related departments are the Superior Judge, Superior Court, County Clerk and Coroner and Public

Administrator.

Needs by 1975 will probably be twice as much as there may be another department of the Superior Court required which will involve a duplication of reporters, transcriber and equipment.

The present floor space appears to be adequate for the present time. However, by 1960 one more reporter-transcriber might be needed and this will mean additional space. Already an extra part-time transcriber is required at times. It is necessary that this office be located in conjunction with the County Clerk's office and the Superior Judge's Chambers.

* * *

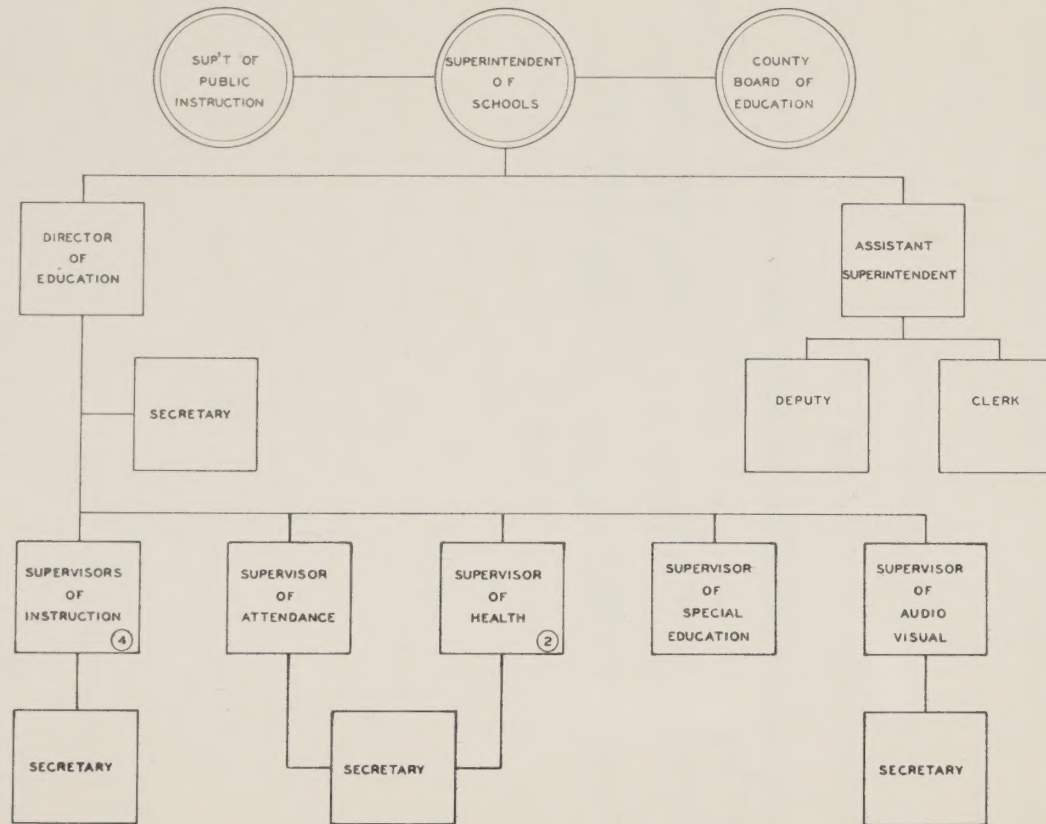
The floor space presently occupied is approximately 401 square feet.

Total additional floor space 000 Square Feet

Total desired floor space 401 Square Feet

* * *

DEPARTMENT OF EDUCATION

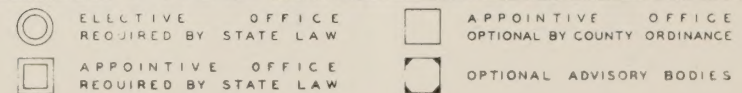


ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



Electoral Control: Solid black line
Appointive and Administrative Control: Solid black line
Budgetary Control: Dashed line

DEPARTMENT OF EDUCATION

(SUPERINTENDENT OF SCHOOLS)

The office of the County Superintendent of Schools is elective, established by statute. The duties, salary and, to a large extent, the budget of this office are fixed by statute and by the State Department of Education. Some County fiscal and budgetary control is exercised over the office in that the salaries and operating budget of the fiscal office are established by ordinance, and supported from the County general fund subject to action of the Board of Supervisors. Other funds are allocated from the State and from Special School District taxes.

In general, duties of the Superintendent of Schools are supervision of instruction, supervision of school administration in conjunction with the Trustees; inservice training of teachers, cooks and janitors; checking all school bills, keeping books on school districts and issuing warrants; making out payroll for entire county school personnel; curriculum construction including defining courses of studies and providing instructional materials such as library and visual aids.

The office of the Superintendent of Schools is housed in the basement of the Court House. The staff comprises 18 employees, 6 men and 12 women. At the present time there is needed 4 additional professional employees and 2 additional secretaries. However, lack of space does not

permit the employing of this additional help. Almost two and one-half times the present space is needed.

Estimated public traffic load is 75 persons weekly and inter-departmental activity is about 150 persons weekly. Traffic seasonal peak load is estimated at 300 persons weekly.

The requested conference room could be used jointly between the Library and Superintendent of Schools.

Based on practices elsewhere, it is possible that the school library might be made exclusively a division of the office of Superintendent of Schools. Public libraries and school libraries differ in their stock and service. This matter should be further considered before conclusive determination is made.

Most closely related departments are the Auditor, Library and District Attorney.

It is noted that the school enrollment is increasing at the rate of about 10% per year. Probable expansion of this department by 1975 is about 40%.

* * *

The floor space presently occupied is approximately 1,435 square feet.

Requested additional space is as follows:

1 Private Office	12' x 16'	192 Square Feet
1 Private Office	10' x 14'	140 " "
1 Conference Room	20' x 30'	<u>600</u> " "

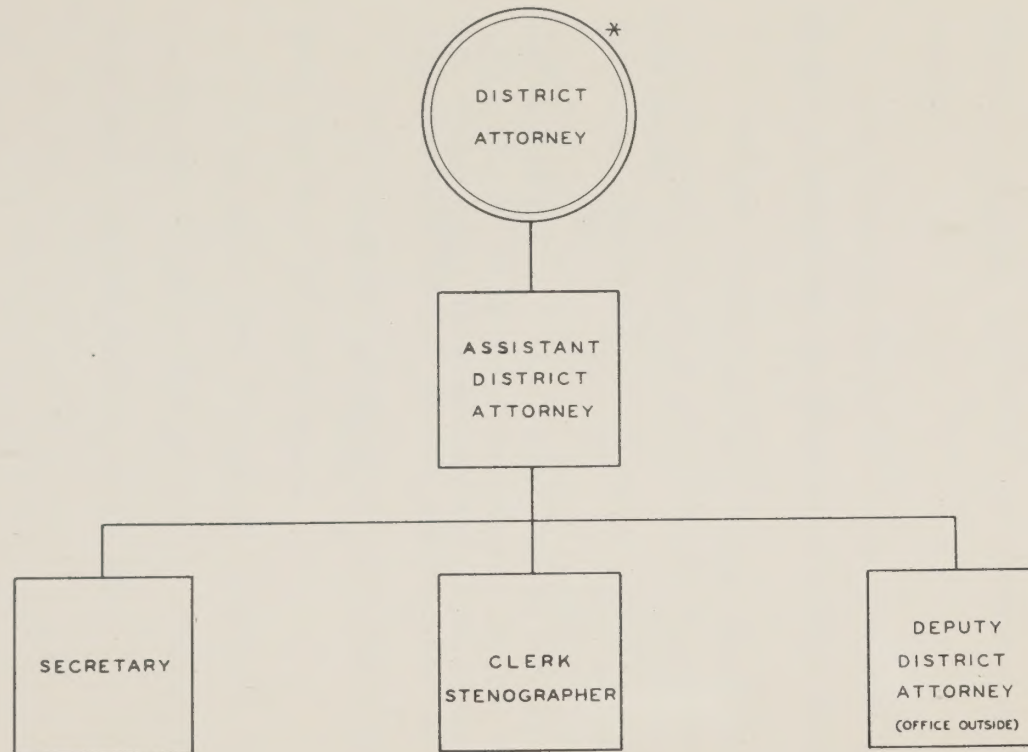
Total additional Space	<u>932</u> Square Feet
------------------------	------------------------

Additional expansion of present space of 1,144 square feet to be used for semi-private offices is also desired.

Total desired floor space is 3,511 square feet.

* * *

DISTRICT ATTORNEY



* CONSTITUTIONAL

ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES



ELECTORAL CONTROL

APPOINTIVE AND
ADMINISTRATIVE CONTROL



BUDGETARY CONTROL

DISTRICT ATTORNEY

The office of District Attorney is established by constitution as a mandatory elective office. Salary is established by statute and there is no control exercised over the conduct of the office by the Board of Supervisors, other than budgetary control.

The duties of the District Attorney are fully delineated by statute and in general, they include investigating complaints of crime; issuing citations and complaints; preparing and supervising insanity and inebriety hearings; conferring with and carrying out recommendations of the Grand Jury; general enforcement of criminal law within the County; legal defense of civil actions brought against the County by individuals and/or outside interests; serving as legal advisor to all County officials, School Districts, other districts provided for by law, and all other County employees and officers in their official capacity.

The office of the District Attorney is located on the first floor of the Court House and the staff includes 2 men and 2 women; the District Attorney, one Assistant District Attorney and two legal stenographers. The District Attorney advises that one additional full time deputy and one additional full time secretary is vitally needed by this office. However, present space cannot accommodate this additional personnel.

Estimated public traffic load is 210 persons weekly and inter-departmental activity is about 90 persons weekly. Traffic seasonal peak load is estimated at 450 persons weekly.

This office is closely related to the Sheriff's office, the Board of Supervisors and the Superior Court. It would also be convenient to have the District Attorney's office located close to the County Law Library.

Expansion of this department by 1975 is estimated to be about 65% over present desired space.

If the office of County Counsel is established, a modification of space requirements will be in order.

* * *

The foyer space presently occupied is approximately 732 square feet. The type of work involved establishes the need of additional foyer space and private offices.

Requested additional space is as follows:

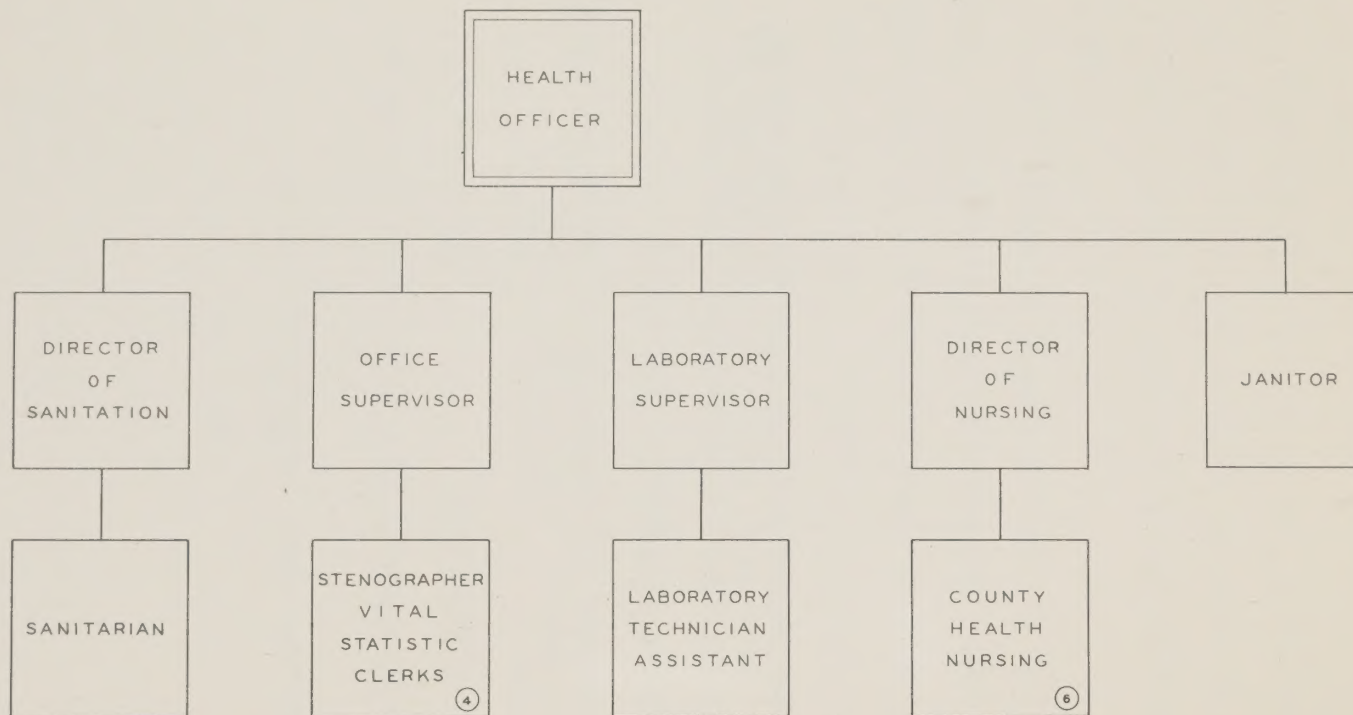
2 Private Offices	14' x 16'	448	Square Feet
1 Conference Room	15' x 20'	300	" "
1 Storage Room	10' x 12'	<u>120</u>	" "
Total Additional Space		<u>868</u>	Square Feet

Additional foyer space of 90 square feet is also desired.

Total desired floor space is 1,690 square feet.

* * *

HEALTH DEPARTMENT



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT - ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER - RESEARCH TECHNICIAN CATHERINE HALLE, SECRETARY - RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES



ELECTORAL CONTROL



APPOINTIVE AND
ADMINISTRATIVE CONTROL



BUDGETARY CONTROL

HEALTH DEPARTMENT

The office of County Director of Health is established by statute as an appointive office, with specific duties established by law and with appointive and budgetary control vested in the Board of Supervisors.

In general, the duties of the office involve the carrying out of a preventive and curative medical program in the County through overall sanitation programs; school and child health programs; and promoting and protecting the public health.

The Health Department is located at 319 East Lacey Blvd., Hanford. The staff comprises 18 employees including the principal, 4 men and 14 women. Present desired expansion of personnel consists of one sanitarian and one clerk.

Estimated public traffic load is 115 persons weekly. Seasonal peak load is about 175 persons weekly.

The incumbent Director advises that it is not desirable that the Health Department be housed in the Court House proper unless a complete wing would be assigned to it. A separate building on the grounds or an expansion of existing facilities would be more desirable.

Most closely related departments are the Welfare

Department, Hospital and Agricultural Extension Service.

The requested space will take care of needs up to 1975.

* * *

The floor space presently occupied is approximately 1,137 square feet.

Requested additional space is as follows:

1 Medical Officer's Office	12 $\frac{1}{2}$ ' x 20'	250	Square Feet
1 Public Health Nurse	10' x 15'	150	" "
1 Supervisor's Office	10' x 15'	150	" "
4 Nurses' Divisions	10' x 15'	600	" "
1 Sanitarian Division	15' x 20'	300	" "
1 Public Health Laboratory	20' x 20'	400	" "
1 Public Health Analyst	12 $\frac{1}{2}$ ' x 16'	200	" "
1 Health Educator	12 $\frac{1}{2}$ ' x 16'	200	" "
1 Dental Office	12 $\frac{1}{2}$ ' x 16'	200	" "
1 Clerical Office	20' x 25'	<u>500</u>	" "

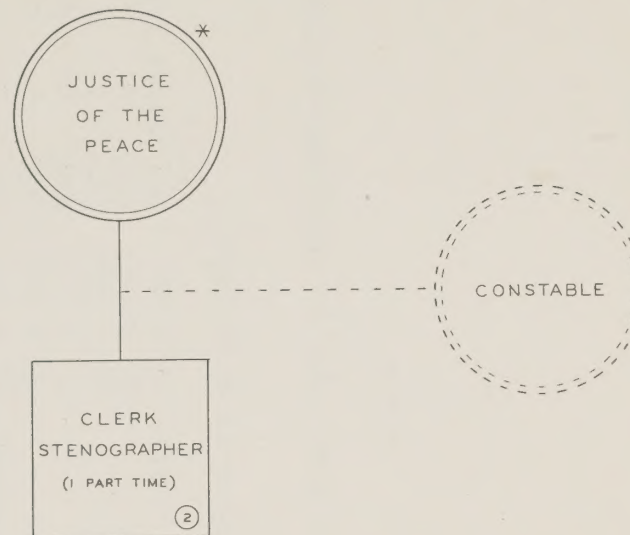
Total Additional Space 2950 Square Feet

Additional clinic space of 707 square feet.

Total desired floor space is 4,794 square feet.

* * *

JUSTICE COURT - HANFORD DISTRICT



* CONSTITUTIONAL

ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



OPTIONAL ADVISORY BODIES



ELECTORAL CONTROL

— APPOINTIVE AND
ADMINISTRATIVE CONTROL



BUDGETARY CONTROL

JUSTICE OF THE PEACE - HANFORD TOWNSHIP

The office of Justice of the Peace is a mandatory elective office established by the constitution. Salary is fixed by ordinance and duties of the Justice are fixed by statute. The Board of Supervisors exercise only budgetary control.

Duties of the Court include filing civil action (Justice and Small Claims courts) and following same through to completion and disposition by court or by jury trials; maintaining and keeping complete records and minute orders in all cases filed; receiving and filing of complaints in all criminal violations and issuing warrants; providing for arraignments and preliminary examinations in high misdemeanors and felonies; conducting court trials and jury trials and handling of all highway patrol citations issued in Hanford Township.

There are four Township Justices of the Peace. However, this report is concerned only with the Hanford Township Court, which is at present housed in the Hanford City Hall. The staff consists of the Judge, one full time stenographer and one part-time stenographer. The Constable is now housed in the Justice Court and he acts as court bailiff and process server.

Estimated case traffic load is approximately 34 cases weekly. Public traffic load is estimated about 136 per-

sons weekly and inter-departmental activity is approximately 25 persons weekly.

The Court Room should be completely separated from the three requested offices but connected therewith. Any new location for this office should be easily accessible to the Sheriff's office and jail for the purpose of transporting prisoners to and from court.

Most closely related departments are the District Attorney, Sheriff and Probation Department.

The probable expansion of this department would be one clerk and one full time deputy clerk. However, requested space will take care of all needs up to 1975.

* * *

The floor space presently occupied is approximately 1,085 square feet.

Requested additional space is as follows:

1 Private Office - Judge	15' x 18'	270 Square Feet
1 Private Office - Constable	10' x 12'	120 " "
1 Office - Clerk's	15' x 20'	300 " "
1 Jury Room	15' x 20'	<u>300</u> " "

Total Additional Space	<u>990</u> Square Feet
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Total desired floor space is 2,075 square feet.

* * *

LAW LIBRARY



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT - ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER - RESEARCH TECHNICIAN

CATHERINE HALLE, SECRETARY - RESEARCH ASSISTANT

GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



OPTIONAL ADVISORY BODIES

■ ELECTORAL CONTROL

— APPOINTIVE AND
ADMINISTRATIVE CONTROL

▬ BUDGETARY CONTROL

LAW LIBRARY

The office of the Law Librarian is authorized by statute. The position is appointive and filled by the Board of Law Library Trustees on recommendation of the Judiciary. Budgetary control is maintained by the Board of Supervisors and the duties are established jointly by statute, the Judiciary and the Board of Supervisors.

In general, the duties include maintenance and upkeep of the County Law Library; keeping all minutes of the Library Trustees; rendering an annual account and keeping library books in proper order. The Law Library Trustees appoints a custodian to perform these duties who, in this case, is the County Clerk.

The Law Library is housed on the second floor of the Court House. There are no employees other than the custodian. The library needs more room as there is constant elimination of duplicate volumes as new books replace older volumes through yearly releases.

Estimated public traffic load is about 30 persons weekly. There is no seasonal peak load.

The Law Library should remain in conjunction with the Superior Court.

Probable expansion of the Law Library by 1975 will be about 40%.

* * *

The floor space presently occupied is approximately 932 square feet.

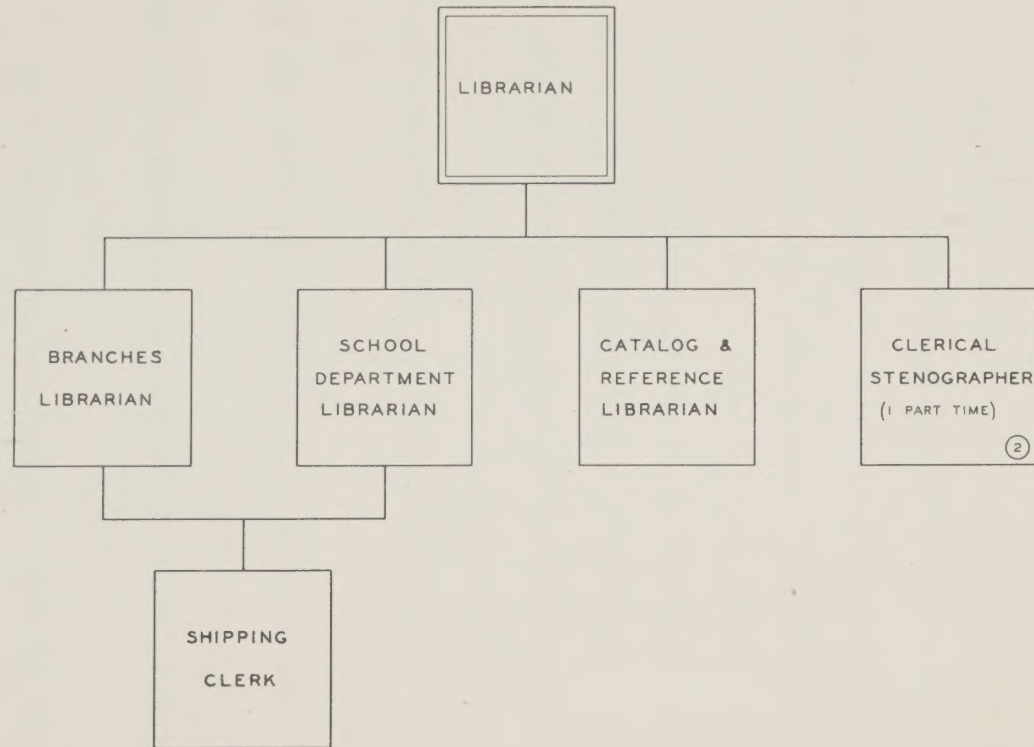
Requested additional space is as follows:

1 Library Room	18' x 30'	<u>540</u> Square Feet
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Total desired floor space is 1,472 square feet.

* * *

LIBRARY



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950
AN ANALYSIS OF KINGS COUNTY GOVERNMENT - ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER - RESEARCH TECHNICIAN CATHERINE HALLÉ, SECRETARY - RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



OPTIONAL ADVISORY BODIES

■ ELECTORAL CONTROL

— APPOINTIVE AND
ADMINISTRATIVE CONTROL

▬ BUDGETARY CONTROL

LIBRARY

The Kings County Free Library is authorized by statute and is established by County Ordinance under full appointive, budgetary and policy control of the Board of Supervisors.

The County Librarian is appointed pursuant to statute, and is in complete charge of the County Library. Duties, in general, (which are defined under the County Library Law) are to distribute, collect, maintain and care for branch library books; the same regarding school library books; provide public library facilities for all of Kings County exclusive of the City of Hanford; procure new literature, and dispose and/or store old or outmoded books. By virtue of contracts with school boards, it serves as a central school library for all cooperating schools which include all elementary districts except Hanford and Reef-Sunset Districts. Also the professional library for Kings County teachers is maintained.

The central library is housed in the basement of the Court House. The staff comprises 7 employees (6 women and 1 man).

Estimated public traffic load is 75 persons weekly and inter-departmental activity is about 50 persons weekly. Traffic seasonal peak load is estimated at 150 persons weekly.

Tremendous influx of volumes and miscellany is experienced at the end of each school term when volumes on loan to the schools are returned to the library for repair and storage. Twice as much space is needed for storage of school texts and regular library books.

The library works closely with the Superintendent of Schools and, therefore, should be near that office. Also, due to the many small orders made so frequently it would be convenient to be near the Purchasing Agent's office.

Based on practices elsewhere, it is possible that the School Library might be made exclusively a division of the office of Superintendent of Schools. Public libraries and school libraries differ in their stock and service. This matter should be further considered before conclusive determination is made.

Most closely related departments are the Superintendent of Schools, Purchasing Agent and Auditor.

By 1960 a music and art department might be added. However, the desired floor space, with proper arrangement, should take care of all needs up to 1975.

* * *

The fload space presently occupied is approximately 1,724 square feet (includes 35 square feet of repair storage).

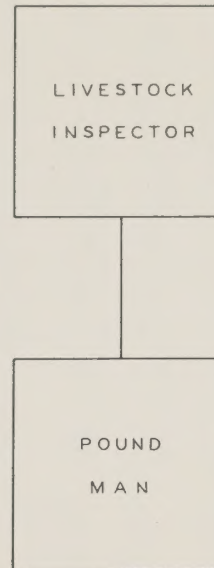
Requested additional space is as follows:

1 Reading Room	40' x 50'	2,000 Square Feet		
(incl. book shelves)				
1 Work Room	35' x 40'	1,400	"	"
1 Mending-Processing				
Shipping-Receiving				
Room	30' x 40'	1,200	"	"
1 Store Room	15' x 20'	<u>300</u>	"	"
Total Additional Space		<u>4,900</u> Square Feet		

Total desired floor space is 6,624 square feet.

* * *

LIVESTOCK INSPECTOR



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES



ELECTORAL CONTROL



APPOINTIVE AND
ADMINISTRATIVE CONTROL



BUDGETARY CONTROL

LIVESTOCK INSPECTOR

The office of Livestock Inspector is established by statute as an appointive position, entirely under the jurisdiction of the Board of Supervisors, who exercise both appointive and budgetary control over the office.

In general, the duties of the Livestock Inspector are to maintain constant vigilance over livestock in the County with a view to eradication and/or control of contagious diseases affecting domestic livestock. The Inspector works in close harmony with both the Agriculture and Health Departments of the County and State Government, as well as the Sheriff's office. Shipment of livestock and vaccinating and licensing dogs is also the responsibility of the Livestock Inspector.

The Inspector is housed at his own residence 628 West Grangeville Blvd., Hanford. Personnel consists of the Inspector and one assistant.

Most closely related departments are the Sheriff's office, Health Department and Agricultural Commissioner.

* * *

No space is requested at this time. However, this arrangement cannot continue permanently and in view of the expanding activity in the area it is reasonable to predict that in the future, space will be needed to house the Inspector and his Deputy. Recommended is an office, of approximately 250 square feet. It is also recommended that a burial ground be provided for the animals and livestock which are exterminated. Temporarily, these animals are disposed of at the tallow works.

* * *

MUSEUM

MUSEUM
CURATOR

ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLÉ, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



OPTIONAL ADVISORY BODIES



ELECTORAL CONTROL



APPOINTIVE AND
ADMINISTRATIVE CONTROL



BUDGETARY CONTROL

MUSEUM

The Kings County Museum is an optional county function.

The caretaker is appointed by the Board of Supervisors. The museum is opened on Saturdays and Sundays from 1:00 P. M. to 4:00 P. M.

At present, the museum is located in the basement of the City Hall, Court Street, Hanford. The caretaker is the only employee.

The traffic load for the two days is approximately 50 persons. Visits of grammar and high school classes are as many as 75 persons in one group. On special days (Homecoming Day) there is an estimated 500 persons.

By 1975 an estimated increase of 75% is expected.

The requested additional space includes rest rooms, one office and one work room.

* * *

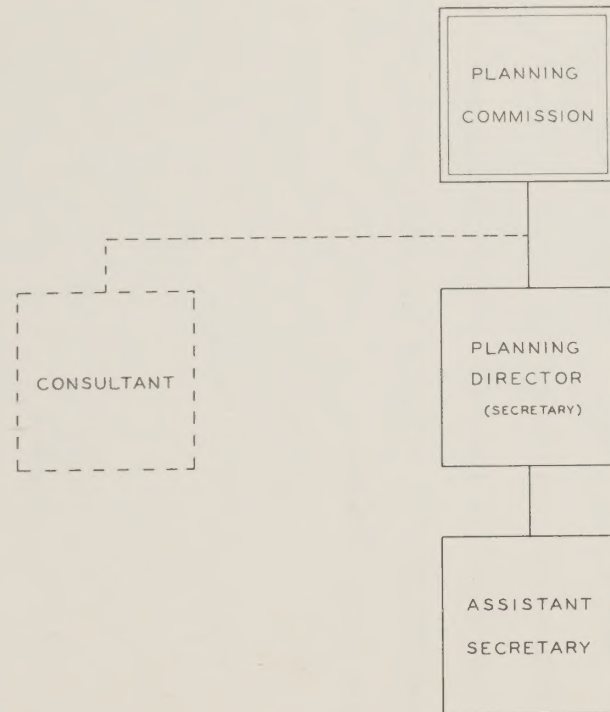
The floor space presently occupied is approximately 2,318 square feet.

Requested additional space is 2,000 square feet.

Total desired floor space is 4,318 square feet.

* * *

PLANNING COMMISSION



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLÉ, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES

ELECTORAL CONTROL

APPOINTIVE AND
ADMINISTRATIVE CONTROL

BUDGETARY CONTROL

PLANNING COMMISSION

The Planning Commission is made mandatory by statute. The Board of Supervisors established the Commission by ordinance and names the appointive members. Budgetary control is exercised by the Board of Supervisors.

The Planning Commission deals with Master Plans and Official Plans and performs functions designated by State law. Subjects dealt with include conservation of natural resources; land utilization (zoning); housing and community design (subdivision processing); streets and highways (placement and type); recreation; transportation and transit; public service and facilities; public buildings (locations, arrangement, landscaping, etc.).

The County Planning Commission is housed in the basement of the Court House. The staff consists only of the Planning Engineer-Secretary and one assistant. Expansion of personnel and facilities is needed.

Estimated public traffic load is 18 persons weekly, exclusive of public meetings and inter-departmental activity is about 12 persons weekly. There is no seasonal peak load.

The Planning Office should be near the Surveyor and Road Commissioner's office. The record, map and Commission meeting room should be available to all three offices which mutually use each others records. The Commission holds

many legally required public hearings for which adequate facilities are needed. Such facilities should be conveniently located to the Commission's records.

Most closely related departments are the Surveyor, Assessor, Recorder and Road Commissioner. The indicated Board Meeting Room will also serve needs of other related offices.

The space requirements requested will take care of needs up to 1975.

* * *

The floor space presently occupied is approximately 203 square feet.

Requested additional space is as follows:

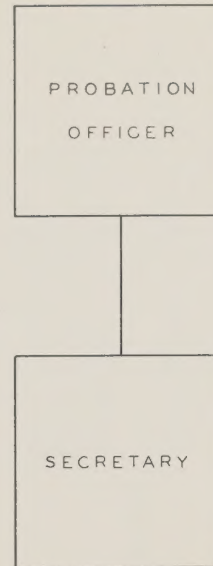
1 Reception Room	15' x 20'	300 Square Feet		
1 Record, Map & Board				
Meeting Room	16' x 30'	480	"	"
1 Drafting Room	15' x 20'	300	"	"
1 Storage Room	10' x 12'	<u>120</u>	"	"

Total Additional Space	<u>1200</u> Square Feet
------------------------	-------------------------

Total desired floor space is 1,403 square feet.

* * *

PROBATION DEPARTMENT



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN

CATHERINE HALLÉ, SECRETARY-RESEARCH ASSISTANT

GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES

■ ELECTORAL CONTROL

— APPOINTIVE AND
ADMINISTRATIVE CONTROL

▬ BUDGETARY CONTROL

PROBATION DEPARTMENT

The office of Probation Officer is established by statute as a branch of the legal-Judiciary enforcement function.

The Probation Officer is appointed by the Superior Court Judge and the duties are fixed by the Judiciary and by statute. Salary and budgetary control are exercised over the office by the Board of Supervisors.

In general, the duties of the Probation Officer include pre-sentence investigations in all criminal cases for all Courts in Kings County; supervision of all probationers as required by the Courts; investigations of civil and adoption issues for the Courts; maintaining records on all juvenile and adult cases; collection and disbursement of monies as ordered by the Courts; handling all cases of persons who are under the age of 18 years; handling voluntary support cases, e.g., people who wish to pay through the Probation Officer so that a record is kept of the payment; special investigations for State and Federal agencies.

The office of the Probation Officer is located on the second floor of the Wealth Center Building, 310 North Irwin Street, Hanford. The staff comprises two employees, 1 man and 1 woman. The incumbent desires an assistant for which present space would be inadequate.

Estimated public traffic load is 60 persons weekly and

inter-departmental activity is about 36 persons weekly.
There is no seasonal peak load.

The department recommends location in conjunction with the Superior and Juvenile Court, Sheriff's office, District Attorney's office and County Clerk's office.

Probable increase of this department by 1975 is 25%.
As the case load increases so will the personnel and the need for space.

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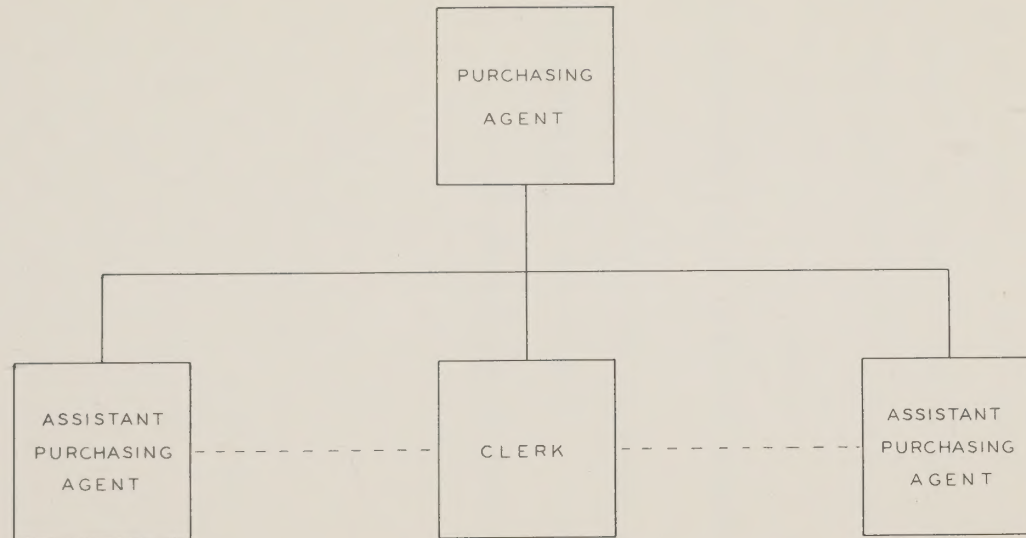
The floor space presently occupied is approximately 386 square feet.

Requested additional space is as follows:

1 Private Office	12' x 15'	<u>180</u> Square Feet
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Total desired floor space is 566 square feet.

PURCHASING AGENT



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLÉ, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES

ELECTORAL CONTROL

APPOINTIVE AND
ADMINISTRATIVE CONTROL

BUDGETARY CONTROL

PURCHASING AGENT

The office of Purchasing Agent is authorized by statute as one of "such other services as may be reasonable and proper to the welfare of the County". Appointment, salary and budgetary control of the office are controlled by the Board of Supervisors. The office of Purchasing Agent is activated by the Board of Supervisors by resolution.

In general, it is the duty of the Purchasing Agent to direct and process the purchasing of all supplies, material and equipment requisitioned by all county departments and agencies. In Kings County, the Purchasing Agent also has the following responsibilities: General supervision of maintenance of all County Government buildings and grounds; supervision over insurance on same; supervision over insurance on transportation equipment and settling of claims by negotiation in connection with insurance companies; disposal of County real or personal property and/or equipment no longer needed for public use; licensing of all county-owned vehicles; maintenance of general periodical supplies; in charge (as deputy sheriff) of prison work crews in regard to Court House and grounds; receiving and verifying bills for purchases and contract services.

The Purchasing Department is located on the first floor of the Court House. The staff comprises 4 employees; 2 men and 2 women. At the present time 1 full time steno-

grapher and 1 part-time clerk is needed.

Estimated public traffic load is approximately 150 persons weekly and inter-departmental activity is about 150 persons weekly. Seasonal peak load is estimated at 390 persons weekly.

Most closely related departments are the Budget Department, Auditor and Road Commissioner.

Probable increase of this department by 1975 is 40%.

* * *

The floor space presently occupied is approximately 637 square feet of office space and 185 square feet of storage space within the Court House for a total occupied space of 822 square feet.

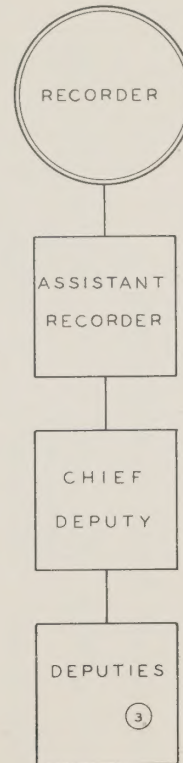
Requested additional space is as follows:

1 Private Office	12' x 14'	168	Square Feet
1 Office	12½' x 20'	250	" "
1 Storage Room	25' x 40'	<u>1000</u>	" "
Total Additional Space		<u>1418</u>	Square Feet

Total desired floor space is 2,240 square feet.

* * *

RECORDER



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES

■ ELECTORAL CONTROL

— APPOINTIVE AND
ADMINISTRATIVE CONTROL

▭ BUDGETARY CONTROL

RECORDER

The office of the County Recorder is established by the Political Code as a mandatory elective position. Salary is fixed by ordinance and specific duties of the Recorder are fixed by State law. The only control exercised over the officer by the Board of Supervisors is budgetary.

In general, the official responsibilities of this office involve the maintenance of a centralized permanent repository for records, documents, instruments, maps, surveys, papers, vital statistics, certificates and any other items as may be of permanent interest and concern to the general public.

The Recorder's office is located on the first floor of the Court House. The staff comprises 6 employees, 1 man and 5 women.

Estimated public traffic load is 100 persons weekly and inter-departmental activity is about 50 persons weekly. Traffic seasonal peak load is estimated at 200 persons weekly.

Mention is made that while the space at present is adequate, by next year definite expansion will be needed to handle the increase of record volumes.

Most closely related departments are the Assessor, Auditor, Tax Collector and Treasurer.

Expansion of this department by 1975 is estimated at 75%.

* * *

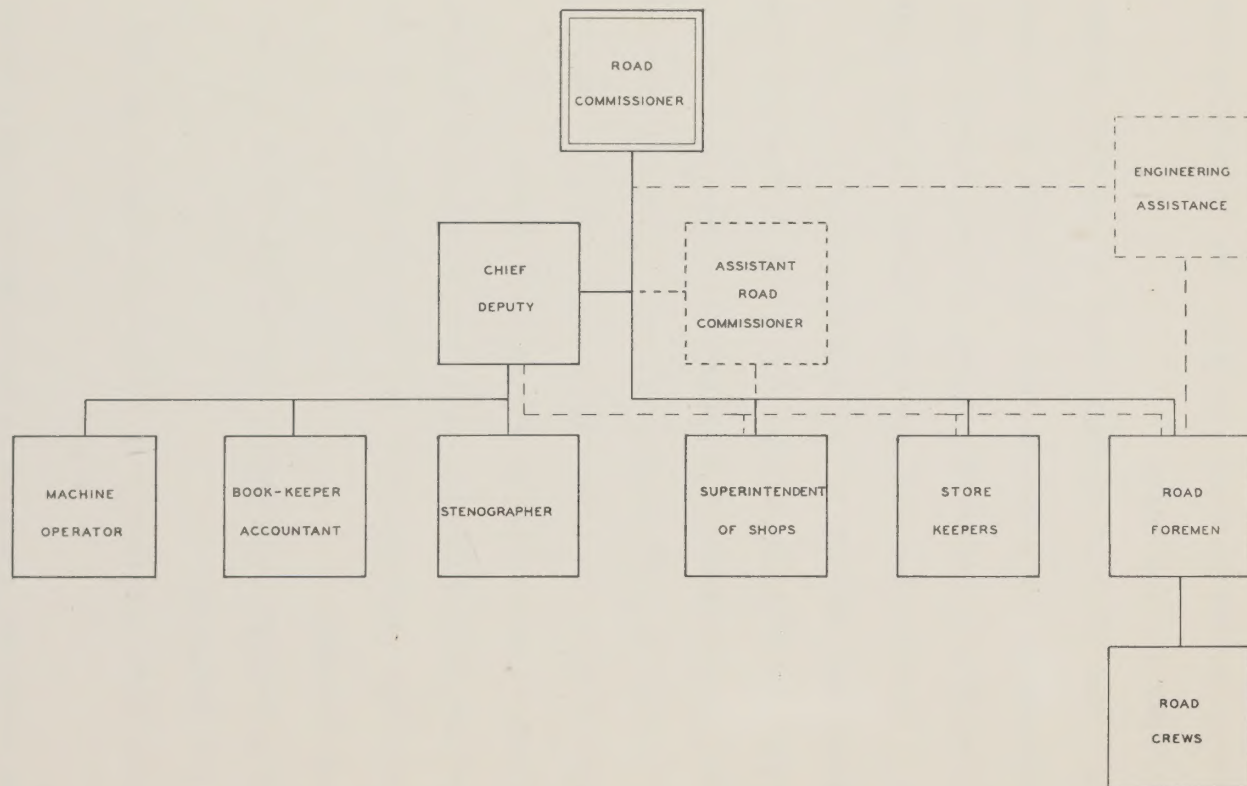
The floor space presently occupied is approximately 1,301 square feet and appears to be adequate for the current year only.

Total additional floor space	<u>300</u> Square Feet.
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Total desired floor space	<u><u>1,601</u></u> Square Feet.
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* * *

ROAD COMMISSIONER



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES



ELECTORAL CONTROL

APPOINTIVE AND
ADMINISTRATIVE CONTROL



BUDGETARY CONTROL

ROAD COMMISSIONER

The office of the Road Commissioner is established by legislative authority in the California Streets and Highways Code as a mandatory appointive office created within the County Government under the direct control of the Board of Supervisors, who exercise both appointive and budgetary control over the incumbent.

In general, the duties of the Road Commissioner are administrative, since it is his responsibility to have general supervision over all county shops; to supervise the construction and maintenance of all county roads and bridges; budget and disburse funds; purchase for all road and shop departments; compile reports relating to State and County finances; generally to carry out the policies of the Board of Supervisors as to County highway matters.

The Road Commissioner is located in the basement of the Court House. The staff comprises 5 employees, 2 men and 3 women.

Estimated public traffic load is 6 persons weekly and inter-departmental activity is about 54 persons weekly. Traffic seasonal peak load is estimated at 72 persons weekly.

Most closely related departments are the Surveyor, Purchasing Agent, Board of Supervisors, Budget Department, Planning Commission and Auditor.

Probable expansion of this department by 1975 is 40%.

* * *

The floor space presently occupied is approximately 523 square feet. Requested additional space is as follows:

1 Office	13' x 20'	<u>260</u> Square Feet.
Total desired floor space		<u>783</u> Square Feet.

* * *

SEALER OF WEIGHTS AND MEASURES

SEALER OF
WEIGHTS AND
MEASURES

ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALL, SECRETARY-RESEARCH ASSISTANT
GORDON WHITHALL, CONSULTANT

ELECTIVE OFFICE
REQUIRED BY STATE LAWAPPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCEAPPOINTIVE OFFICE
REQUIRED BY STATE LAW

OPTIONAL ADVISORY BODIES



ELECTORAL CONTROL

APPOINTIVE AND
ADMINISTRATIVE CONTROL

BUDGETARY CONTROL

SEALER OF WEIGHTS AND MEASURES

The position and duties of the Sealer of Weights and Measures are established under the Business and Professions Code of the State of California. Appointment, salary and budgetary control are exercised over the office by the Board of Supervisors.

In general, the duties of the office include enforcement of powers concerning all provisions of the Business and Professions Code of the State of California pertaining to weights, measures and petroleum products; taking care of complaints as to short weights or measures; testing of weights and measure equipment.

The Sealer of Weights and Measures shares quarters with the Agricultural Commissioner at 221 Lacey Blvd., Hanford. The staff is comprised only of the incumbent and the Agricultural Commissioner's secretary who serves both offices.

Estimated public traffic load is 30 persons weekly and inter-departmental activity is about 10 persons weekly. Traffic seasonal peak load is estimated at 50 persons weekly.

Most closely related department is the Agricultural Commissioner's office.

Probable expansion of this department by 1975 would be 60%.

* * *

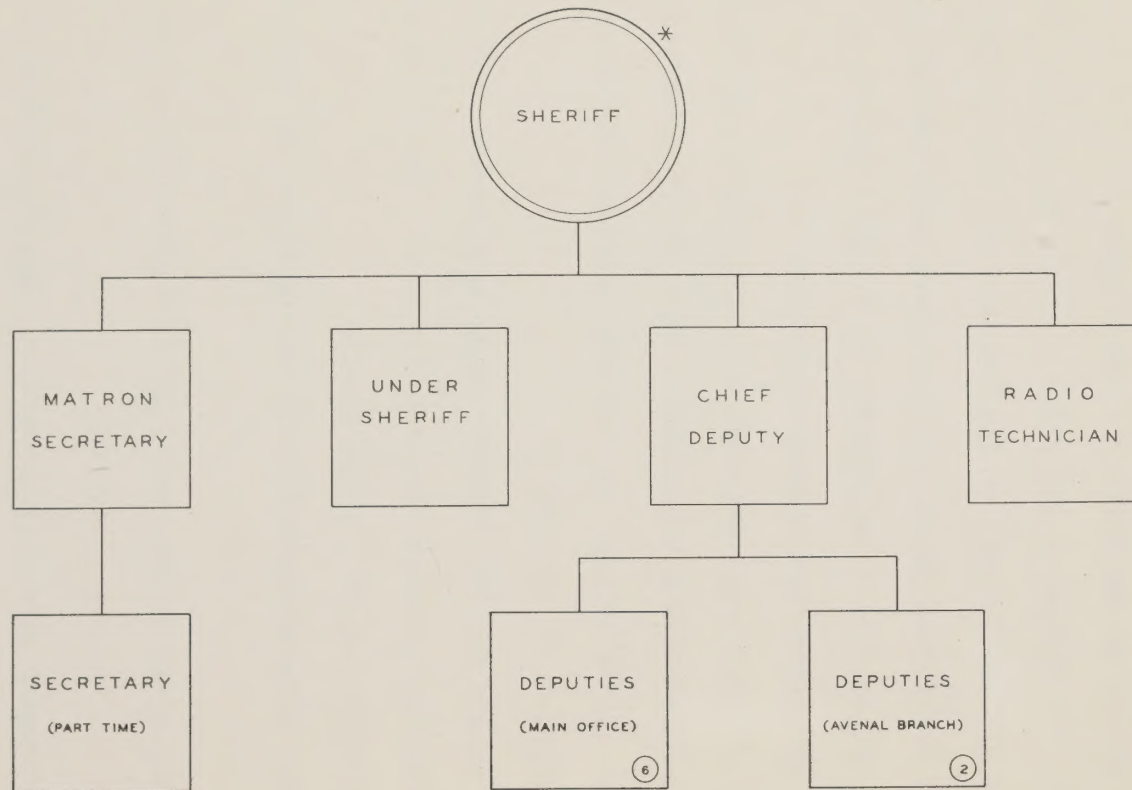
The floor space presently occupied is 401 square feet.

Requested additional space is as follows:

1 Storage Room	12' x 14'	<u>168</u> Square Feet.
Total desired floor space		<u>569</u> Square Feet.

* * *

SHERIFF'S OFFICE & COUNTY JAIL



* CONSTITUTIONAL

ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALL, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES

■ ELECTORAL CONTROL

— APPOINTIVE AND
ADMINISTRATIVE CONTROL

▤ BUDGETARY CONTROL

SHERIFF

The County Sheriff is established by constitution as a mandatory elective office. The only control exercised over this office by the Board of Supervisors is budgetary. Salary and duties of the office are established by statute.

In general, the duty of the Sheriff's office is enforcement of the laws and statutes of the State of California and its governmental subdivisions; protection of life and property; apprehension and incarceration, and hold for trial on legal judicial order, persons accused or convicted of breaking the law; maintaining the peace; serving writs, warrants and summonses as directed by the District Attorney or the Judiciary; maintaining the County prison.

The Sheriff's office is located on Court Street east of the Court House, Hanford. The staff comprises 12 employees, 10 men and 2 women.

Estimated public traffic load is 175 persons weekly and inter-departmental activity is about 180 persons weekly. Traffic seasonal peak load is estimated at 420 persons weekly.

Both the jail and the Sheriff's office are housed in the same building.

Most closely related departments are the District

Attorney, Superior Court and Justice Court.

In the past ten years the operations of this office have doubled and by 1975 it is believed that there will be an additional increase of 40%.

* * *

The floor space presently occupied by the Sheriff only is approximately 824 square feet.

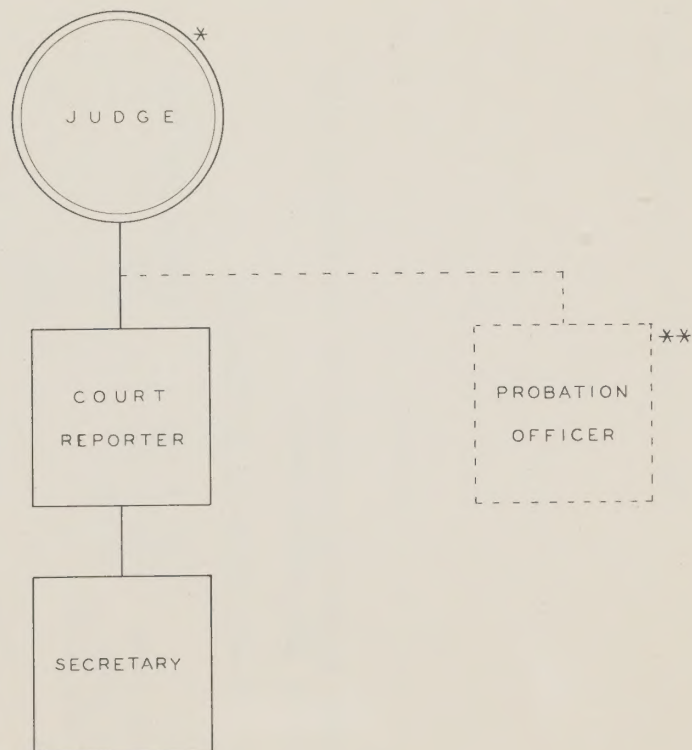
Requested additional space is as follows:

1 Office	16' x 12'	192 Square Feet
1 Storage Room	30' x 32'	960 " "
1 Deputy Room	16' x 18'	288 " "
Additional Foyer		
Space		<u>108</u> " "
Total Additional Space		<u>1,548</u> Square Feet

Total desired floor space is 2,372 square feet.

* * *

SUPERIOR COURT



* CONSTITUTIONAL

** SEPARATE AGENCY APPOINTED BY AND ATTACHED TO COURT

ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALL, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



OPTIONAL ADVISORY BODIES

 ELECTORAL CONTROL

— APPOINTIVE AND
ADMINISTRATIVE CONTROL

 BUDGETARY CONTROL

SUPERIOR COURT OF KINGS COUNTY

The Superior Court is established by constitution as a mandatory elective office. It is virtually free of any control whatsoever, other than minor budgetary control by the Board of Supervisors. Duties, salaries and responsibilities are established by statute.

In general, the duties and responsibilities of the Superior Court incorporate full jurisdiction over all legal processes of the County, trying all civil cases involving more than \$300.00 and all criminal cases involving felonies and high misdemeanors; granting probate to estates; conducting naturalization proceedings; hearing petitions affecting the mentally ill and alcoholics; sitting as a Juvenile Court; convening and instructing the Grand Jury; establishing an adequate jury list.

The Superior Court Room, Judge's Chambers and Jury Rooms are located on the second floor of the Court House.

Estimated public traffic load is approximately 50 persons weekly and inter-departmental activity about 15 persons weekly.

Although the present space is adequate better arrangement is suggested as follows: The Judge's Chambers and juror's room should be adjacent to the Court Room so that neither have to contact the public during court recess. An additional toilet is needed for the Grand Jury Room and al-

so one for the Judge's Chambers. At present most of the furnishings of the Judge's Chambers is his own personal property. A filing cabinet, to replace the present one should be provided.

Most closely related departments are the County Clerk, Court Reporter, Grand Jury and District Attorney.

Duplicate facilities will be required for a second department of the Superior Court when the Court load so increases as to make it necessary.

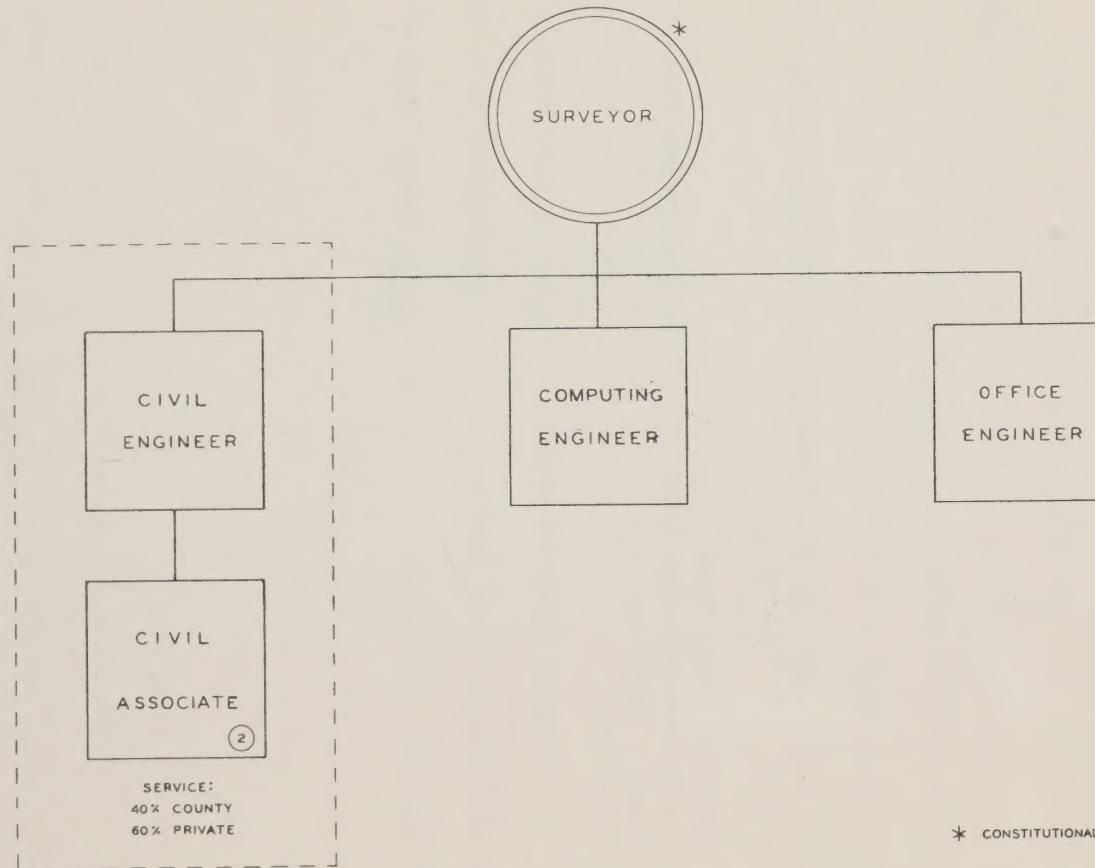
* * *

Present floor space of the Judiciary is adequate and is composed of the following:

Superior Court Room	
(includes storage room)	1,914 Square Feet
Judge's Chambers	761 " "
Jury Room	<u>390</u> " "
Present Space Occupied	<u>3,065</u> Square Feet
Total additional floor space	<u>000</u> Square Feet
Total desired floor space	<u><u>3,065</u></u> Square Feet

* * *

SURVEYOR



* CONSTITUTIONAL

ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



OPTIONAL ADVISORY BODIES



ELECTORAL CONTROL

APPOINTIVE AND
ADMINISTRATIVE CONTROL



BUDGETARY CONTROL

SURVEYOR

The office of the County Surveyor is an elective position, made mandatory by the constitution which partially defines the duties of the office and places responsibility on the legislature for fixing of the salary and defining more complete details of duties.

Duties of the Surveyor generally include surveying and maintaining maps and other data concerning all boundaries within the County; maintaining all records of roads, thoroughfares, highways and rights-of-way; making maps; drafting, specification writing, cost and quantities estimating; inspecting and supervising all county engineering projects; designing and constructing bridges and highway work; maintaining plat books, road deeds and section corner ties. The Surveyor is also a member of the County Planning Commission.

The office of the County Surveyor is located in the basement of the Court House. The staff is comprised of 6 men.

Estimated public traffic load is 60 persons weekly and inter-departmental activity is about 85 persons weekly. Traffic seasonal peak load is estimated at 160 persons weekly.

The Surveyor's office should be adjacent to the

Road Commissioner and Planning Commission.

Most closely related departments are the Road Commissioner, Planning Commission, Assessor and Recorder.

By 1975 a 15% overall expansion of this department is expected and an increase in personnel.

* * *

The floor space presently occupied is approximately 962 square feet.

Requested additional space is as follows:

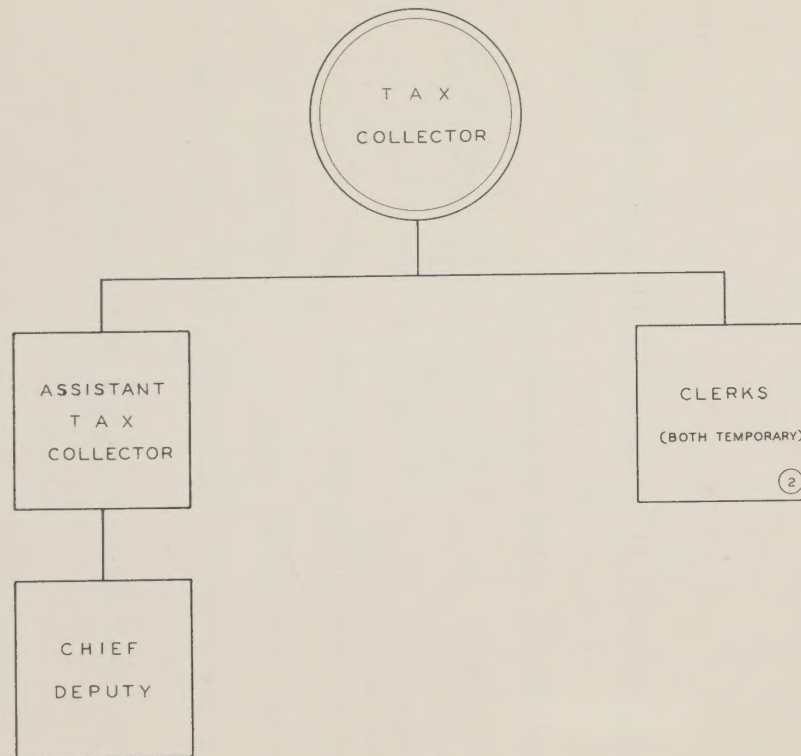
1 Waiting Room	10' x 10'	100 Square Feet
1 Private Office	12' x 16'	192 " "
1 Storage Room	8' x 12'	96 " "
1 Bridge and Highway Testing Laboratory	10' x 16'	<u>160</u> " "
Total Additional Space		<u>548</u> Square Feet

Expansion of the printing room of 150 square feet is also desired.

Total desired floor space is 1,660 square feet.

* * *

TAX COLLECTOR



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLÉ, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



OPTIONAL ADVISORY BODIES



ELECTORAL CONTROL



APPOINTIVE AND
ADMINISTRATIVE CONTROL



BUDGETARY CONTROL

TAX COLLECTOR

The office of County Tax Collector, his duties and responsibilities are established by statute. Budgetary control only is exercised by the Board of Supervisors and salary is fixed by ordinance. State law controls the manner of handling monies, fees, tax-deeded properties, etc., as well as the method of accounting and auditing.

In general, the duties of the Tax Collector include the preparation of tax receipts and statements; collection of taxes; service and sale of tax-deeded property; collection of licenses; maintenance of permanent records pertaining to these activities; maintenance of an office and staff of sufficient size to properly conduct these duties within the legal limitations imposed by State Law.

The Tax Collector's office is located on the first floor of the Court House and the staff comprises 5 employees, 1 man and 4 women (2 are part-time).

Estimated public traffic load is 300 persons weekly and inter-departmental activity is about 300 persons weekly. Traffic seasonal peak load is estimated at 4,500 persons weekly.

Due to the necessity of checking property descriptions with the Assessor, tax delinquencies with

the Auditor, payment of money to the Treasurer, and checking descriptions with the Recorder, the present location of the Tax Collector's office is satisfactory.

Most closely related departments are the Assessor, Auditor, Treasurer and Recorder.

Expansion of this department by 1975 will be about 50%.

* * *

The floor space presently occupied is approximately 755 square feet.

Requested additional space is as follows:

1 Private Office	12' x 15'	180 Square Feet
1 Machine Room	15' x 20'	<u>300</u> " "

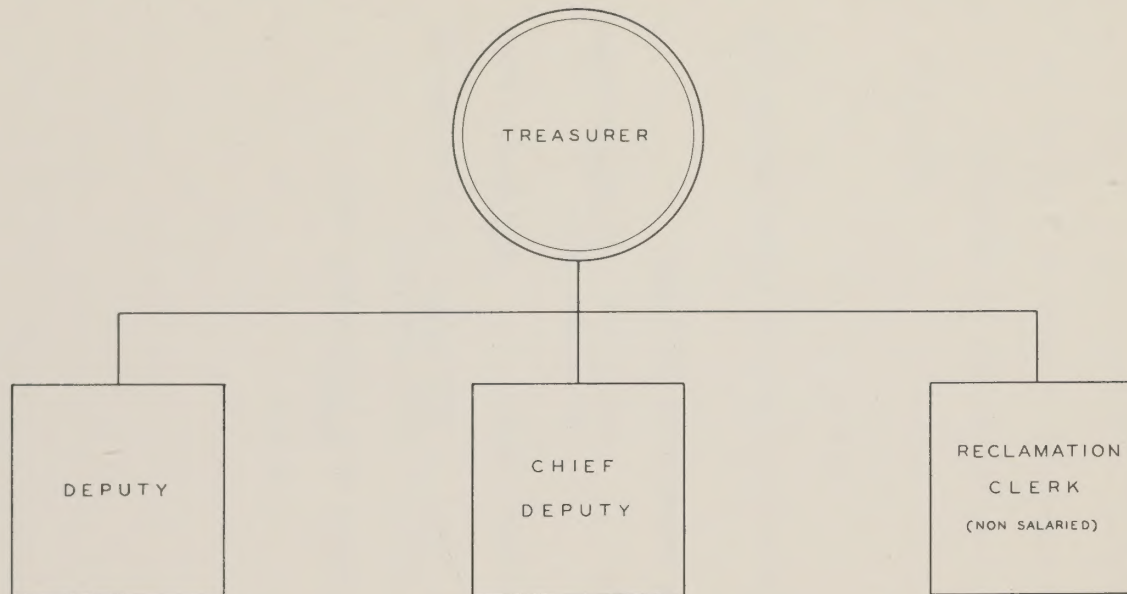
Total Additional Space	<u>480</u> Square Feet
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Expansion of present space of 375 square feet for better arrangement of work space is also desired.

Total desired floor space is 1,510 square feet.

* * *

TREASURER



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLÉ, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANTELECTIVE OFFICE
REQUIRED BY STATE LAWAPPOINTIVE OFFICE
REQUIRED BY STATE LAWAPPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE

OPTIONAL ADVISORY BODIES

ELECTORAL CONTROL

 APPOINTIVE AND
ADMINISTRATIVE CONTROL

BUDGETARY CONTROL

TREASURER

The office of the County Treasurer is established under the California Government Code as mandatory elective. Duties are fixed and regulated by statute and salary is fixed by ordinance. Budgetary control only is exercised by the Board of Supervisors.

In general, the duties of the Treasurer are to receive and disburse all monies acquired by various political subdivisions of the County Government under law; maintain banking relations with reference to deposit and management of collateral; invest surplus county funds; inventory safety-deposit boxes and release bank accounts and other personal property assets of estates of deceased persons; investigate cases for the State Controller's office; collect state inheritance taxes; maintain adequate accounting records as required by law; collect and disburse School and Special District monies; and ex-Officio treasurer of special assessment districts.

The Treasurer's office is located on the first floor of the Court House. The staff is comprised of 4 employees, 1 man and 3 women (1 is part-time).

Estimated public traffic load is 250 persons weekly and inter-departmental activity is about 100 persons weekly. Traffic seasonal peak load, which is

2 or 3 days a month, is about 400 persons daily.

The Treasurer's office is necessarily built around a vault. Vault space is seriously inadequate both in size and safety, particularly safety from fire damage. The County is paying an extra high rate for burglar and robbery insurance and would recommend that any contemplated building changes would include full consideration of a modern vault and burglar alarm system.

Most closely related departments are the Auditor, Tax Collector and Assessor.

Probable expansion of this department by 1975 is 50%.

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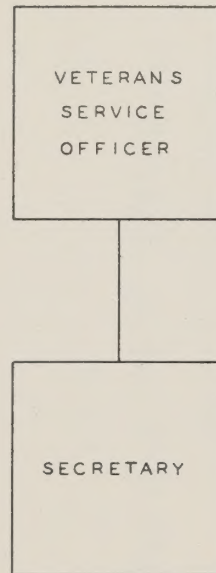
The floor space presently occupied is approximately 532 square feet.

Total additional space desirable 400 Square Feet

Total recommended floor space 932 Square Feet

* * *

VETERAN'S SERVICE OFFICER



124

ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT
GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



OPTIONAL ADVISORY BODIES



ELECTORAL CONTROL



APPOINTIVE AND
ADMINISTRATIVE CONTROL



BUDGETARY CONTROL

VETERANS' SERVICE OFFICE

The position of Veterans' Service Officer is established by statute as an appointive office under the jurisdiction of the Board of Supervisors. It is authorized legally by legislative action under the Political Code which authorized "such other services as may be reasonable and proper to the welfare of the County". Appointment and budgetary control is maintained by the Board of Supervisors.

In general, the duties of the incumbent are those of promoting the general welfare of veterans of all Government military services who are resident within the County; providing assistance to veterans and veterans' dependents in presenting claims for compensation or pensions and obtaining other rights to which they are entitled under federal, state or local laws; legal assistance and personal advice regarding matrimonial trouble. Really a "Court of Human Relations" is maintained by this office.

The Veterans' Service office is located in the Veterans' Memorial Bldg., Court Street, Hanford. The staff consists of the Veterans' Service Officer and one employee. If the case load continues to increase one additional employee will be needed.

Estimated public traffic load is 100 persons

weekly. There is no seasonal peak load.

This office should be located near the Recorder's office because records filed with the Recorder are constantly being used by this department.

Most closely related departments are the Recorder, Purchasing Agent, Budget Department and County Clerk.

Expansion of this department depends a great deal on veterans legislation passed by the State and Federal Government. By 1975 an increase of 10% is expected.

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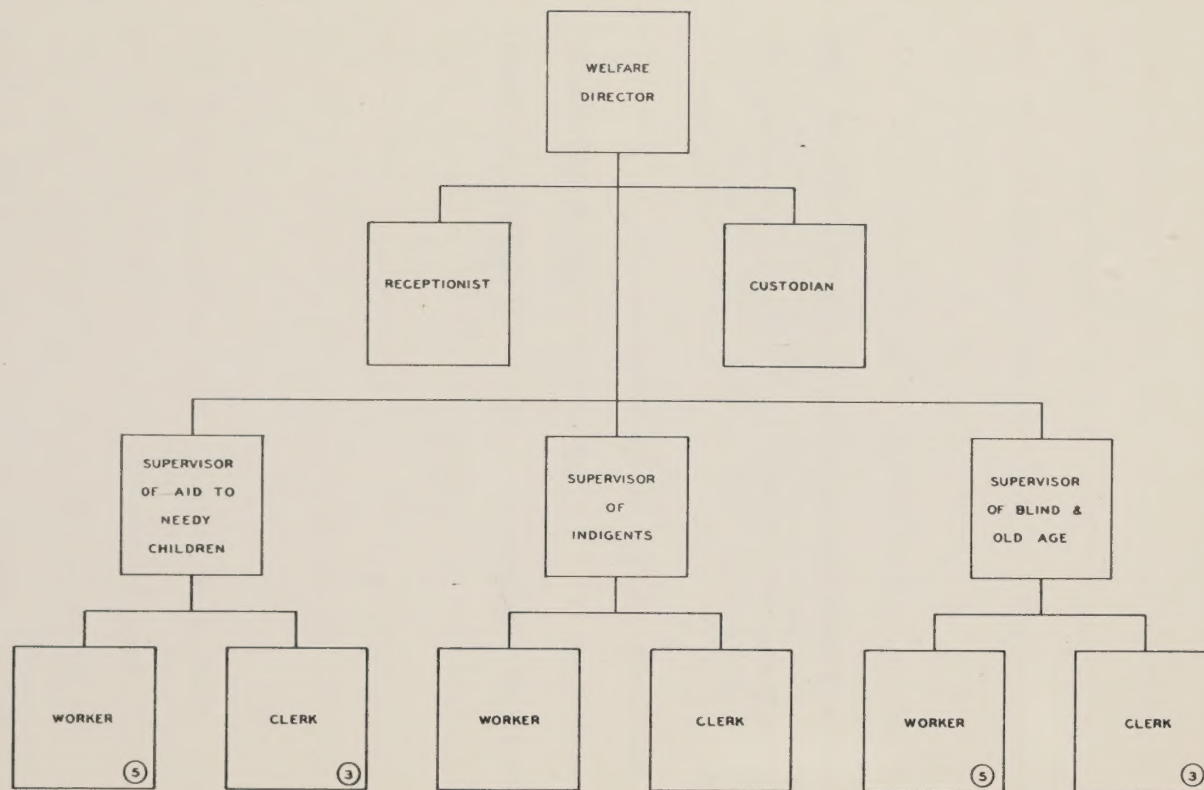
The floor space presently occupied is approximately 240 square feet. The waiting lobby, incumbent's desk, and secretary's desk are all combined in this allotted space. This is very inconvenient due to the type of cases that are handled.

Requested additional space is as follows:

1 Inner Office	15' x 16'	<u>240</u> Square Feet.
Total desired floor space		<u>480</u> Square Feet.

* * *

WELFARE DEPARTMENT



ADMINISTRATIVE SURVEY

KINGS COUNTY, CALIFORNIA MAY, 1950

AN ANALYSIS OF KINGS COUNTY GOVERNMENT-ADMINISTRATIVE ORGANIZATION & FLOOR SPACE

LEONARD GILCREASE, ENGINEER-RESEARCH TECHNICIAN

CATHERINE HALLE, SECRETARY-RESEARCH ASSISTANT

GORDON WHITNALL, CONSULTANT



ELECTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
REQUIRED BY STATE LAW



APPOINTIVE OFFICE
OPTIONAL BY COUNTY ORDINANCE



OPTIONAL ADVISORY BODIES

ELECTORAL CONTROL

APPOINTIVE AND
ADMINISTRATIVE CONTROL

BUDGETARY CONTROL

WELFARE DEPARTMENT

The office of the Kings County Welfare Director is established by statute and is under the jurisdiction of the Board of Supervisors as an appointive office. Budgetary, appointive and some directional control are maintained by the Board of Supervisors. However, duties of the office and qualifications for the incumbent are fixed by state statute.

In general, the duties of the Director of Welfare are to administer the County General Relief Program; to supply aid in cash, kind or medical to needy and qualifying persons; to administer 3 public assistance programs under contract to State Welfare Departments of Old Age Security, and to Needy and Blind, and aid to Needy Children; license boarding houses for aged and children; administer Social Service for General Hospital and joint T. B. Sanitarium; administer all clerical, fiscal and sustaining functions for the foregoing.

The Welfare Department is housed in the I.O.O.F. Bldg., 110 East Eighth Street, Hanford. Personnel consists of 2 men and 22 women employees.

Estimated public traffic load is 300 persons weekly and inter-departmental activity is about 30 persons weekly. Traffic seasonal peak load is esti-

mated at 400 persons weekly.

Most closely related departments are the Auditor, Purchasing Agent, Hospital, Probation Officer and Budget Clerk.

The requested additional space should take care of needs up to 1975.

* * *

The floor space presently occupied is approximately 3,695 square feet (includes upstairs storage of 400 sq. ft.).

Requested additional space is as follows:

4 Private Offices	10' x 20'	800	Square Feet
1 File Room	20' x 20'	400	" "
1 Storage Room	20' x 20'	<u>400</u>	" "

Total Additional Space	<u>1600</u> Square Feet
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Total desired floor space is 5,295 square feet.

* * *

U.C. BERKELEY LIBRARIES



C101744008

